



Timeline*Maker*TM

Professional

User Guide

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1 Introduction

1.1 Welcome

Much more than just another drawing program, *Timeline Maker Professional™* is an easy to use, yet powerful timeline charting tool that lets you create dynamic, presentation-quality timeline charts in minutes, for a wide variety of chronological data.

With Timeline Maker Professional you can:

- Enter all your event data on one screen or [Import](#) from other applications.
- Enter unlimited notes, specify sources and define your own data fields (3).
- Group/color code events and categories.
- Analyze data by people, location, source and more to uncover patterns & relationships.
- [Link](#) to external files directly from the timeline, including audio, video, PDFs and more.
- [Spellcheck](#) using general, legal and medical dictionaries.
- Create multiple charts for each timeline file.
- Choose from chronology, bar chart and flag chart formats.
- Create your own chart themes or choose from built-in stock [themes](#).
- Customize event styles, add annotations, graphics, backgrounds, & watermarks.
- Output to graphic files, PDF or HTML documents.
- [Export](#) to other file formats including *Timeline Maker Student*.
- Print on any size paper, including large format printers.
- Walk through your timeline with the built-in presentation mode.
- Integrate seamlessly with [Microsoft® PowerPoint®](#).

Data entry is a snap with the program's [Event Entry view](#). Simply enter your events in this spreadsheet-like window. Events can be a single point in time or span a period of time (i.e. date/time range). You can add a place, source and unlimited notes for each event as well as assign categories of your choice. This intuitive interface makes it easy to add new events and make changes. But that's not all - with some simple formatting, data from other programs can be [imported](#) into *Timeline Maker Professional*.

You can create the following types of timelines with Timeline Maker Professional:

1. [Chronology Report](#)
2. [Bar Chart](#)
3. [Flag Chart](#)

Many formatting options are provided to customize the look of your reports and charts. With the click of a few buttons you can create unique, attractive and effective timelines that you will be proud to present. Use one of our professionally designed themes, or create your own custom look for your charts. You can add images anywhere on your chart; select from your own collection of logos, photos and images, or choose from the clip art library.

You can publish your chart as an HTML or PDF document, or as a graphic image (JPEG, PNG, GIF, or BMP) so you can place it in another document, send it to your colleagues as

an [e-mail attachment](#), or put it on a web site.

Timeline Maker Professional makes it easy for you to create your own [presentation](#) from the charts you create in your timeline file. No other software is required to create and view a presentation, however, if you prefer you can import your timeline charts and presentations into [PowerPoint](#) slide(s).

The program also includes our handy ***Timeline Maker Professional Quick Start Guide***. This guide is designed as a tool to make it easy for you to begin creating professional, eye-catching timeline presentations by providing a basic overview of the program. To access the guide, select **Help, Quick Start Guide** from the menu, or [click here](#).

Timeline Maker Professional is the most complete timeline solution for professionals. We welcome any comments or suggestions to help improve our products. Please contact us at:



Progeny Software Inc.
360 Main Street, Suite 14
Wolfville, Nova Scotia
Canada B4P 1C4
Website: www.timelinemaker.com

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1.2 Computer System Requirements

Timeline Maker Professional is a Windows program, designed to work best on a personal computer that meets these **minimum** system requirements:

- Windows® 2000, XP, Vista or Windows® 7.
- 833 MHz processor
- 256 MB RAM
- 23 MB free disk space
- VGA monitor
- Internet connection or CD ROM reader
- Adobe Acrobat 5.0 or later

1.3 Where to Get Help

Whether you are a new customer or an experienced user, Progeny Software Inc. is committed to providing professional customer care in a variety of forms to suit your specific needs. The following tools are available to help you learn about our program:

Program Help

Program Help provides you with direct access to all the information you need to use this product. Help can be accessed either by selecting **Help, Contents** on the menu bar, or by pressing the <F1> key. You will then have the choice to browse through the table of contents or search on a specific word or subject.

Also included in the Program Help is our handy [Quick Start Guide](#), designed to get you up and running with the major program features in as short a time as possible. The Quick Start Guide can be accessed directly from the **Help** menu.

Frequently Asked Questions (FAQs)

To access our Frequently Asked Questions (FAQs) list, you must be connected to the Internet. Then, select **Help, Frequently Asked Questions** from the *Timeline Maker Professional* menu.

Technical Support

Sometimes, when all else fails, you just need to ask the experts. [Click here](#) for information on contacting Technical Support.

1.4 Updates

Timeline Maker Professional includes an Automatic Update option that makes it easy to keep your program current with the latest program enhancements.

Important: You must have an Internet connection to use this feature.

To access Automatic Updates:

1. If you are not already connected to the Internet, do so now.
2. From the menu select **Help, Check for Updates**.
3. Click the **Check for Updates** button.
4. *Timeline Maker Professional* will compare your version with the current update available for download. If you do not have the latest update a message will appear in the dialog box listing the latest version available.
Tip: If you already have the current version of Timeline Maker Professional installed a message box will appear saying there are no available updates.
5. Click the **Update Now** button, then the **OK** button to continue. Your computer will automatically begin downloading the new version. Once the download is complete *Timeline Maker Professional* will install the update.
6. When the update is finished you will receive the message saying the update has been completed successfully. Click **OK** to restart *Timeline Maker Professional*.

Tip: You can check what's been added to the new update of Timeline Maker Professional before downloading. Click See what's new in the Check for Updates dialog.

1.5 Quick Start Guide

1.5.1 Introduction

Welcome to the *Timeline Maker Professional*[™] **Quick Start Guide**. This guide is designed to make it easy for you to begin creating professional, eye-catching timeline presentations in just *three simple steps*:

1. [Create a timeline file](#)
2. Choose a timeline format, [Chronology](#), [Bar Chart](#) or [Flag Chart](#)
3. [Create a presentation](#)

These chapters provide a basic overview of the program, and give enough information to enable you to create, customize, save, and share timelines. For more detailed information on any of the topics covered, please click on the corresponding link to the [Program Help](#), located at the bottom of each chapter.

To begin, click on the forward button, or **Next Page**.

[Next Page](#)

Timeline Maker Professional is the most complete timeline solution for professionals. We welcome any comments or suggestions to help improve our products. Please contact us at:



Progeny Software Inc.
360 Main Street, Suite 14
Wolfville, Nova Scotia
Canada B4P 1C4
Website: www.timelinemaker.com

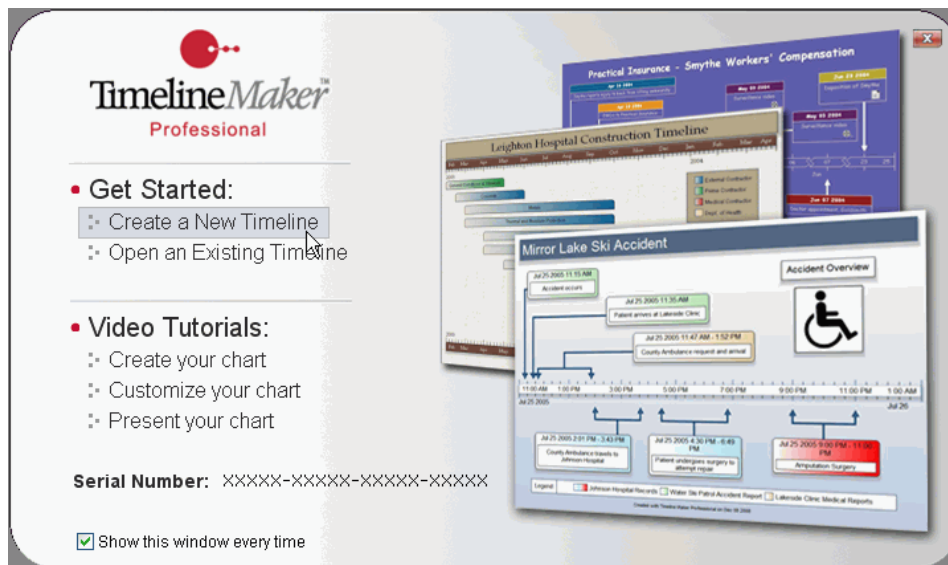
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1.5.2 Creating a Timeline

In this topic: [Getting Started](#), [Event Entry View](#), [Entering Events](#), [Importing Events](#), [Saving Timeline Files](#)

Getting Started

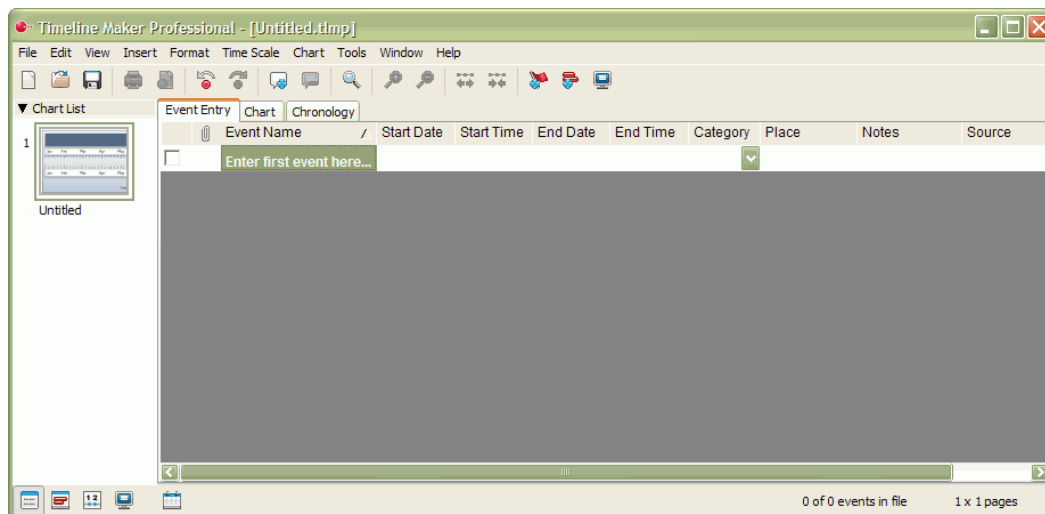
The first time you open *Timeline Maker Professional* a startup screen will appear asking if you would like to create a new timeline file or open an existing one.



Just like MS Word uses Word Documents (*.doc) and Adobe Acrobat uses PDF files (*.pdf), *Timeline Maker Professional* uses **TLM Professional Files (*.timp)** to create and store the timelines you make. To create a new file select **Create a New Timeline**.

Event Entry View

When you choose to create a new file, you will be presented with the Event Entry view. This is where you enter the events that will be included in your charts.



The Event Entry view contains 11 different columns:

- **Check box:** Used to show or hide an event in the Chronology and Charts.
- **Paper Clip:** Indicates that this event has an attachment (i.e. document, email, sound file, etc.).
- **Event Name:** The name of the event as it will appear in the Chronology and Charts.
- **Start Date:** The date the event began. [Click here](#) for detailed information on entering dates.
- **Start Time:** The time the event began.
- **End Date:** The date the event ended. [Click here](#) for detailed information on entering dates.
- **End Time:** The time the event ended.
- **Category:** Users can assign a category to each event for grouping purposes.
- **Place:** The location where the event occurred.
- **Notes:** The details of the event in a free-form field.
- **Source:** The source of your information.


Tip: Place, Notes and Source columns can be renamed by right-clicking on the column title.

Entering Events

Details for each event are entered into each column, like a table. Simply click in the empty field under **Event Name** and begin entering your information. To get to the next field use the **Enter** or **Tab** key on your keyboard.

If you make a mistake you can always go back and edit your work by double-clicking on the field you want to change, then making your corrections.

To remove an entire event select one of the fields in the event and click the **Minus (-)** icon

on the toolbar.  Alternatively, you can select the entire event by clicking in the Checkbox column and using the **Delete** key on your keyboard.

Importing Events

Already have a timeline entered in another program and don't want to re-type? *Timeline Maker Professional* makes it easy to import the information into your timeline file.

To import your events into Timeline Maker Professional:

1. Using the program where you've entered your data (i.e. *MS Word, Excel, etc.*), save your events in a **TXT** (tab delimited), **CSV**, **TAB**, or **ASC** file.
Note: Event information must be in a specific order. [Click here for more details.](#)
2. Open *Timeline Maker Professional*.
3. From the menu bar, select **File**, then **Import**.
4. Browse to and select the file you would like to import.
5. Click **Open**.

*Tip: All the events from the file will be imported, however they will only be shown in the chart currently selected in the [Chart List](#). If you wish to show them in other charts you will need to click on the chart in the Chart list, then select the imported events and click **Format, Show Event**.*

Saving Timeline Files

Until they are renamed, new files are temporarily given the name of *Untitled.tlmp*. Once you've entered information in the new file, it is important to remember to save the file so that your work will not be lost.

To save a timeline file:

1. Select **Save** or **Save As** under **File** on the menu bar, or choose the **Save** icon on the toolbar.
2. If this is the first time you've saved the file a Save As dialog will appear. Enter a name for the file.
3. Click **OK**.

Tip: By default, Timeline Maker Professional will save your files in a folder called My Timelines, located in your My Documents folder.

For further details on the information covered in this topic please see [Getting Started](#) in the Program Help.

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1.5.3 Chronology

In this topic: [Overview](#), [Customizing](#), [Printing & Publishing](#)

Overview

The Chronology is a formatted text report of the events in your timeline. Perfect for times when you need a partial or whole list of events in your file, the report can be printed on your desktop printer, or published in HTML format.

Memorial Day Break In								
Event Name	Start Date	Start Time	End Date	End Time	Category	Notes	Place	Source
Office closed for holiday.	10 Nov 2004	05:00: PM	12 Nov 2004	08:00: AM	Crime Scene	All staff had exited the building by 5:00pm on Wed., did not re-enter until 8:00am on Fri.	15 Park St., Smithtown	Police Report
Break in occurs	11 Nov 2004	11:00: AM		11:30: AM	Crime Scene	Thieves enter through basement window.	15 Park St., Smithtown	Police Report, Surveillance Video.
Neighbour sees 2 men exit office building, calls police	11 Nov 2004	11:30: AM			Neighbour's Home	Neighbour missed Memorial Service, so was at home at the time. Saw men through his front window.	14 Park St., Smithtown	911 Call
Police arrive on scene	11 Nov 2004	11:45: AM			Crime Scene		15 Park St., Smithtown	Police Report
Suspects arrested, goods seized	11 Nov 2004	04:45: PM			Location of Arrest	Acting on information gathered from eye witness as well as surveillance video and evidence found at scene, police identify the two suspects and make the arrest.	805 Mill St., Johnstown	Police Report
Created with Timeline Maker Professional on Mar 27 2007								

Customizing

Your Chronology can include as much or as little of the data in your file as you like. It can be sorted by any of the columns, and can have a customized Title and Footer.

Title & Footer

To customize the text of your Chronology title and footer you must first switch to the Chronology view by clicking the Chronology tab.

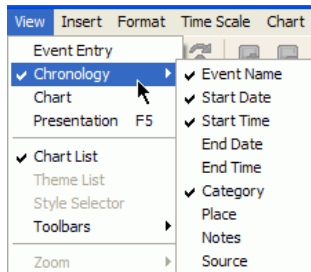


Then, simply **right click** on your report, select **Title** or **Footer** from the menu and enter your text. Alternatively, you can select **Format**, **Title** or **Footer** from the menu.

Columns to Include

The Chronology can include any of the following columns available in the Event Entry view:

- Event Name
- Start Date
- Start Time
- End Date
- End Time
- Category
- Notes
- Place
- Source

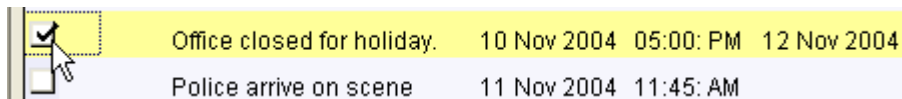


To choose the columns to be included in your report switch to the Chronology view, then select **View, Chronology** from the menu and select from the list of columns to include (✓) or exclude. A check mark next to the column name indicates it will be included in the report.

Tip: Place, Notes and Source columns can be renamed by right-clicking on the column title in the Event Entry view.

Events to Include

Timeline Maker Professional gives you the option to include a partial list of your events in the Chronology. This is especially helpful when you have a large file or if you only want to highlight specific events in your report. An event will be included in the report if it has a check mark next to it in the Event Entry view.



Tip: The number of events checked in a file is shown on the status bar.

Sort Order

The data in the report is organized according to your sorting preferences chosen in the [Event Entry view](#). This means that you can customize the order of your columns, as well as the event sort order.

To change the order of the columns:

1. Switch to Event Entry view.
2. Click on the column heading of your choice.
3. Drag the column to the desired position.
4. Repeat, if necessary.

To sort the event list:

In the Event Entry view:

- Click on the column heading of the event detail you wish to sort by. This will sort the list in ascending order.
- Click again on the same column heading, and the list will be sorted in descending order.

Tip: An arrow head (up or down) in the column heading indicates the direction the column is sorted.

Printing & Publishing

Once you've got your Chronology looking the way you'd like you can print it by clicking the **Print** icon on the Standard Toolbar, or by selecting **File, Print** from the menu.

Timeline Maker Professional also makes it easy to publish your Chronology in HTML format. Just click **File, Publish** and select **HTML Document**.

For further details on the information covered in this topic please see [Chronology](#) in the Program Help.

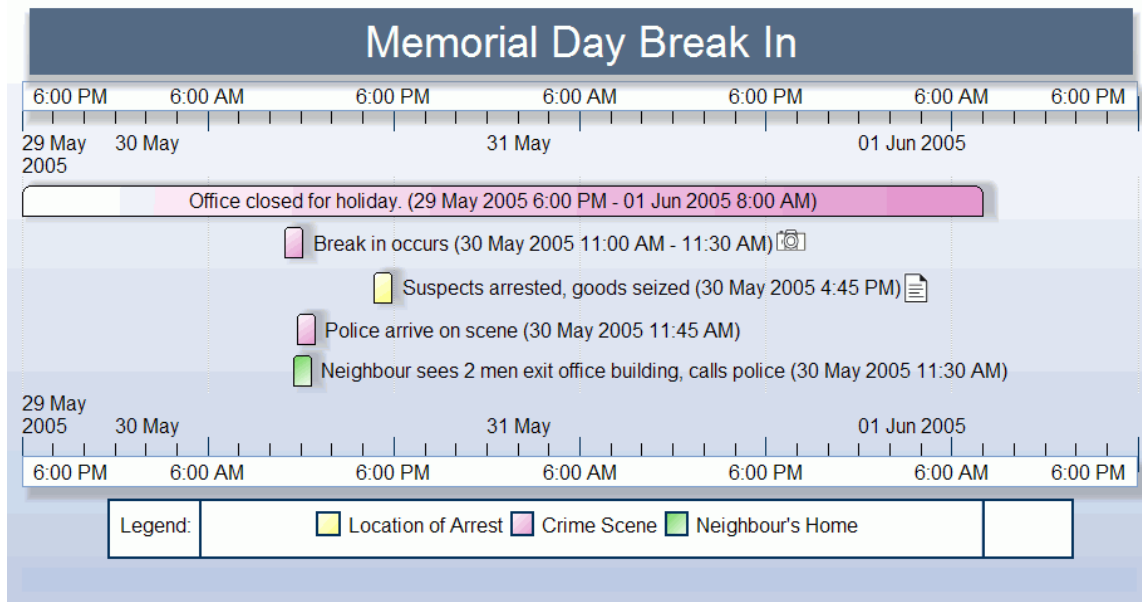
[Next Page](#)

1.5.4 Bar Chart

In this topic: [Overview](#), [Customizing](#), [Using Themes & Style Selector](#), [Printing & Publishing](#)

Overview

The Bar Chart is a graphical representation of the data in your timeline file. Each event included in the chart is assigned a bar, the length of which is based on the event's time span, and is positioned according to the date and time the event occurred.



To create a Bar Chart select **Chart, New Bar Chart** from the menu.

*Tip: Timeline Maker Professional displays thumbnails of each of the charts you create in the Chart List on the left of your screen. To view a chart, click the **Chart** tab, then select the desired chart from the list.*

Customizing

Virtually every element of the Bar Chart can be customized to suit your preferences. To access each of the options, select **Format** from the menu and click the component you wish to customize. Or, double-click on the component in your chart to bring up the formatting options dialog. Depending on the chart component you choose the following options are available:

- **Content:** Includes event text, font style and text alignment .
- **Shape:** Up to six different shapes can be applied to each of the bars.
- **Outline:** Change the bar outline style (5 different styles), color and line thickness.
- **Fill:** Fill with one or two colors (gradient), a graphic, or transparent (same color as the page it is on).
- **Shadow:** Apply one of nine different shadow affects.

*Tip: You can also add annotations and pictures to your chart by selecting **Insert** from the menu and clicking the **Annotation** or **Picture** option.*



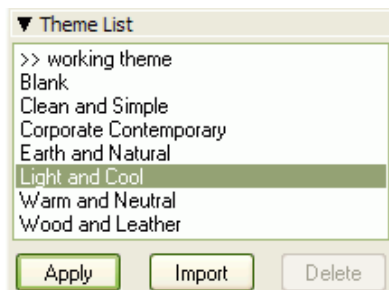
Note on using Clip Art:

*If you have any MS Office or MS Works program installed, Timeline Maker Professional will automatically open the Microsoft Clip Organizer when **Insert Picture, Clip Art** is selected. To insert a picture from the Organizer, click and drag it on to your chart. Otherwise, if you do not have MS Office or MS Works, selecting **Clip Art** will automatically open Timeline Maker Professional's built in clip art library.*

Using Themes & the Style Selector

You can also customize your chart with the built in Themes and Style Selector.

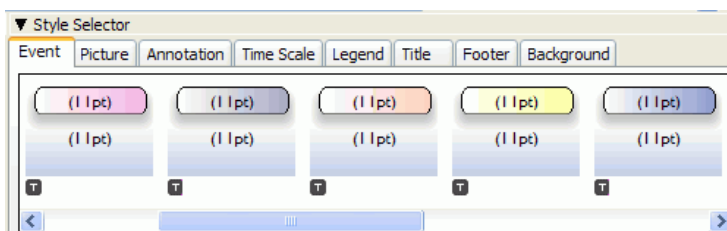
Themes



Timeline Maker Professional includes 22 different, professionally designed themes that will instantly transform your chart into a unique presentation. To apply a theme to your chart, just select one of the themes from the list and click the **Apply** button. All of the elements of your chart will now be modified according to the theme specifications.

Style Selector

The Style Selector displays a sample of every element of the selected theme. If the working theme is selected in the Theme List, the Style Selector shows a sample of every style currently in use in the chart, as well as available theme options for the theme which has already been applied (marked with a "T"). To apply one of the styles, click on the style and drag it on top of the corresponding chart element.



Printing & Publishing

Once you've got your Bar Chart looking the way you'd like you can print it by clicking the **Print** icon on the Standard Toolbar, or by selecting **File, Print** from the menu.

Timeline Maker Professional also makes it easy to publish your Bar Chart in PDF, HTML or graphic format. Just click **File, Publish** and select the format of your choice.

For further details on the information covered in this topic please see [Bar Chart](#) in the Program Help.

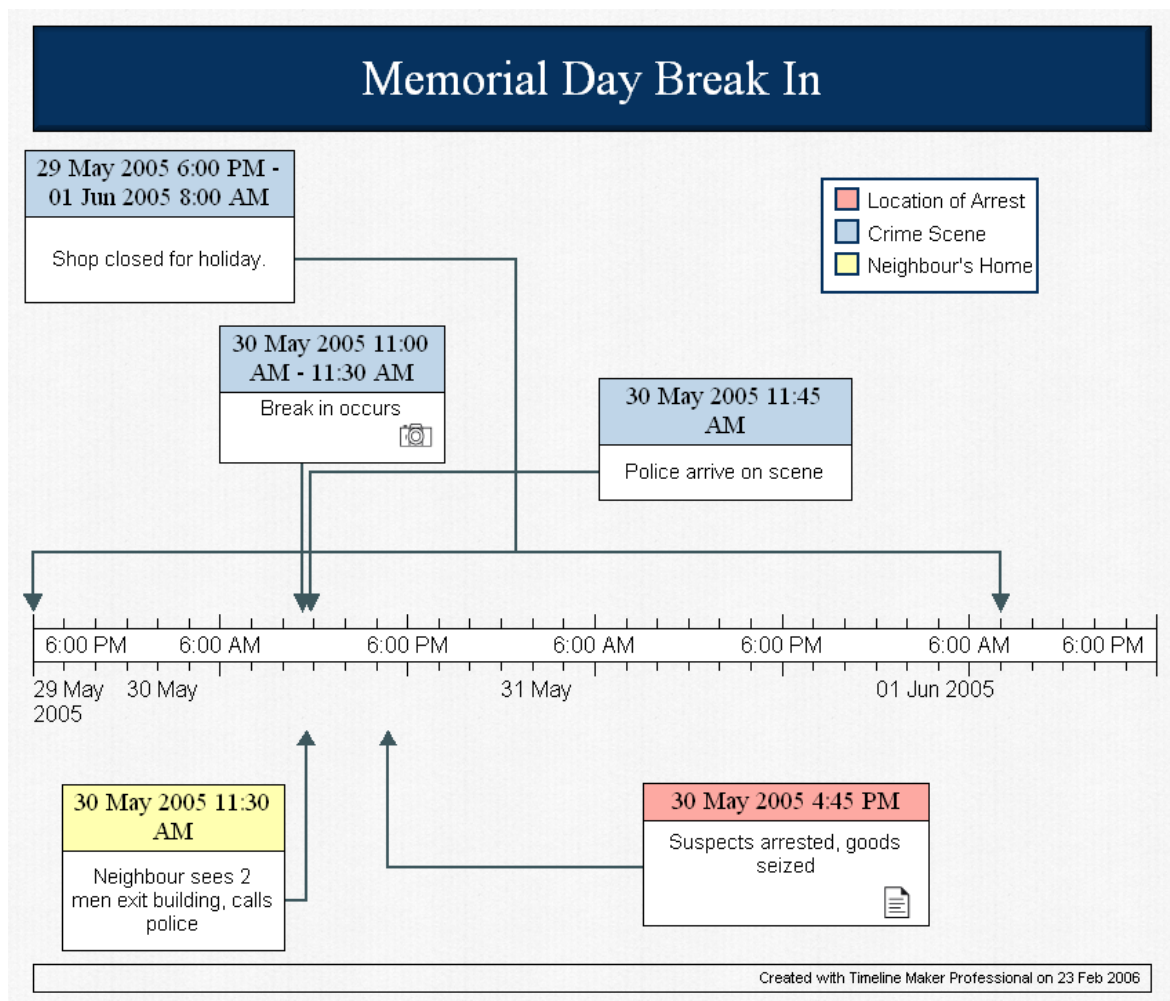
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1.5.5 Flag Chart

In this topic: [Overview](#), [Customizing](#), [Using Themes & Style Selector](#), [Printing & Publishing](#)

Overview

Like the [Bar Chart](#), the Flag Chart is also a graphical representation of the data in your timeline file. However, rather than assigning each event a bar of varying length, events are placed in boxes connected by arrows to the time scale. This allows you to position the event anywhere on the chart, as you are not restricted by the time the event occurred; just click on the event and drag it to the desired location.



To create a Flag Chart select **Chart, New Flag Chart** from the menu.

*Tip: Timeline Maker Professional displays thumbnails of each of the charts you create in the Chart List on the left of your screen. To view a chart, click the **Chart tab**, then select the desired chart from the list.*

Customizing

Virtually every element of the Flag Chart can be customized to suit your preferences. To access each of the options, select **Format** from the menu and click the component you wish to customize. Or, double-click on the component in your chart to bring up the formatting options dialog. *Depending on the chart component you choose the following options are available:*

- **Content:** Includes event text, font style and text alignment.
- **Shape:** Up to six different shapes can be applied to each of the boxes and connectors.
- **Outline:** Change the box and connector outline style (5 different styles), color and line thickness.
- **Fill:** Fill boxes and connectors with one or two colors (gradient), a graphic, or transparent (same color as the page it is on).
- **Shadow:** Apply one of nine different shadow affects.

*Note: Unlike the [Bar Chart](#), Flag Chart events are separated into two parts: the **Event Head**, which typically contains the date and time of the event, and the **Event Body**, which can include other event information.*

*Tip: You can also add annotations and pictures to your chart by selecting **Insert** from the menu and clicking the **Annotation** or **Picture** option.*



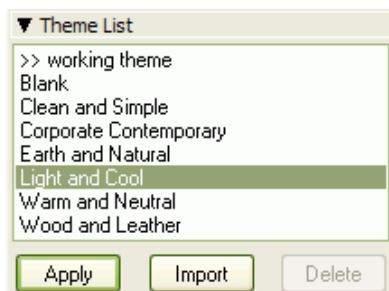
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Using Themes & the Style Selector

You can also customize your chart with the built in Themes and Style Selector.

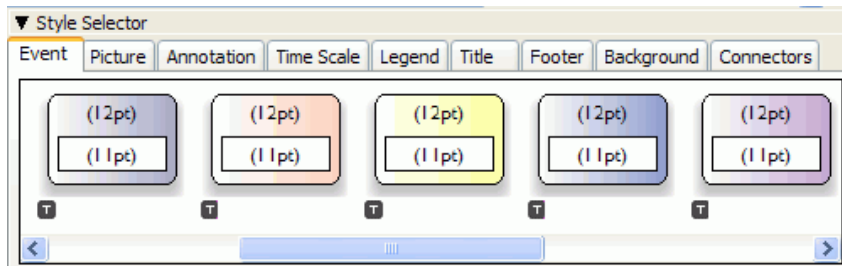
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Style Selector

The Style Selector displays a sample of every element of the selected theme. If the working theme is selected in the Theme List, the Style Selector shows a sample of every style currently in use in the chart, as well as available theme options for the theme which has already been applied (marked with a "T"). To apply one of the styles, click on the style and drag it on top of the corresponding chart element.



Printing & Publishing

Once you've got your Flag Chart looking the way you'd like you can print it by clicking the **Print** icon on the Standard Toolbar, or by selecting **File, Print** from the menu.

Timeline Maker Professional also makes it easy to publish your Flag Chart in PDF, HTML or graphic format. Just click **File, Publish** and select the format of your choice.

For further details on the information covered in this topic please see [Flag Chart](#) in the Program Help.

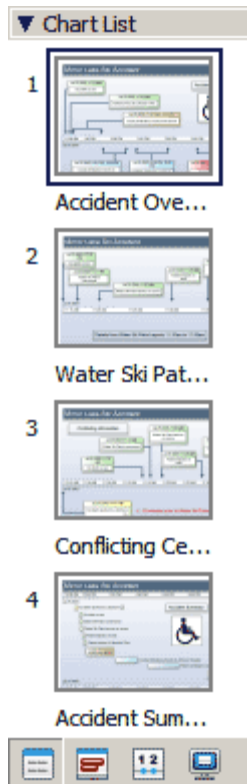
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1.5.6 Creating a Presentation

In this topic: [Setting Up Presentations](#), [Viewing Presentations](#)

Timeline Maker Professional makes it easy for you to create your own presentation from the charts you create in your timeline file. No other software is required to create and view a presentation, however if you prefer you can import your timeline charts and presentations into PowerPoint slide(s). [Click here](#) for more details on using timeline charts in PowerPoint.

Setting Up Presentations



Every time you create a new bar or flag chart it is saved in your **Chart List**. The order of the charts in the list is the sequence which they will be shown in the presentation. To rearrange your charts, click on a chart and drag it to the desired position. Repeat as necessary. If you do not wish to include a chart in your presentation, but do not want to delete it, right-click on the chart and select **Show in Presentation**. A check mark indicates the chart will be included.

All charts are automatically given the name "Untitled." To assign a more meaningful title, right-click on the chart and select **Rename**.

Tip: You can also delete or duplicate a chart by right-clicking on it and selecting the appropriate option.

Several options are available for customizing the way your chart is displayed in the presentation. These include:

Fit Height: Scales the chart so that the chart height fills the window.


Step Through: Displays an empty chart so that you can display the events one at a time.

- **Order (by Time, by Category):** Enables the user to choose between presenting the events in the order they occurred or by category.
- **Justify (Right, Center):** Used for positioning of chart when the active event would otherwise be off screen. *Center* shows the active event in the horizontal center of the chart. *Right* positions the chart so that active event is on the right hand side of the screen.
- **Highlight (None, Glow, Fade):** *Fade* lightens events not in focus so that the active event is prominent, while *Glow* highlights the active event with a yellow outline. *None* displays the event without any added effects.

To access these options, right click on the chart in the Chart List and select **Presentation Options**, then select the desired option. A check mark indicates the option has been activated for the chart.

Tip: You can specify different presentation options for each chart on the chart list

Viewing Presentations

Once you've got your presentation set up you can view it by selecting **Chart, Presentation** from the menu or by clicking the **View Presentation** icon on the Chart List toolbar. 

This will open your presentation in a slide show mode. You can navigate through the presentation using your **Arrow keys** on your keyboard. To return to *Timeline Maker Professional*, press the **Esc key**. Alternatively, a handy toolbar is included to facilitate navigation:



Click the buttons on the above image to learn how each of them work.

*Note: The toolbar is located in the bottom center of your chart, but by default is set to **Auto Hide**. To access the toolbar slide your mouse to the bottom center of your chart.*

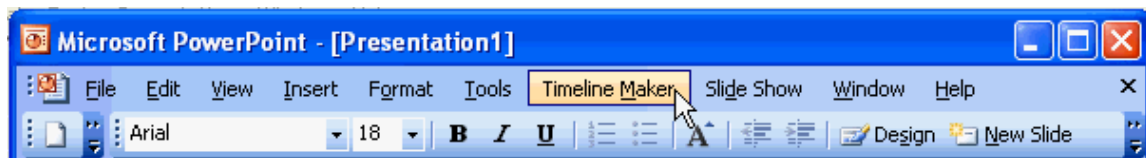
For further details on the information covered in this topic please see [Creating Presentations](#) in the Program Help.

[Next Page](#)

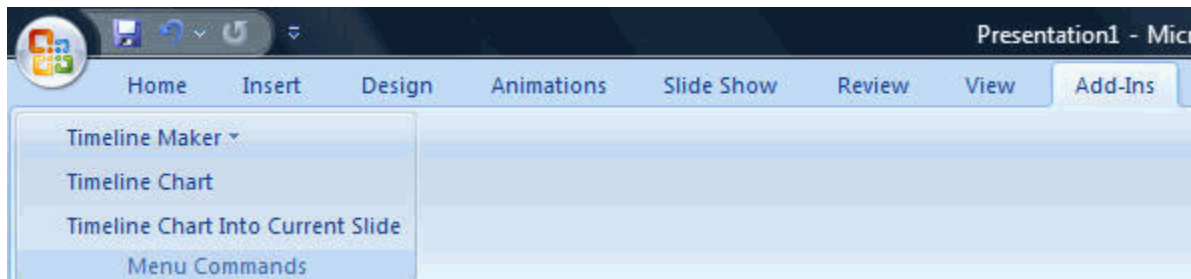
1.5.7 Timeline Charts in PowerPoint

Timeline Maker Professional makes it easy to insert your timeline charts into a PowerPoint® presentation.

When you install *Timeline Maker Professional* a new menu item, called **Timeline Maker**, will automatically appear on your PowerPoint menu. Using this menu you can quickly and easily add your timelines to your PowerPoint presentations.



With PowerPoint 2007, Timeline Maker will appear under Add-Ins found on the menu bar.



To insert a timeline chart in PowerPoint:

1. From the *PowerPoint* menu select **Timeline Maker, Insert Timeline**

OR

From the *PowerPoint* menu select **Insert, Timeline Chart**

2. Browse to and select a [previously created Timeline File \(*.tlmp\)](#)
3. Click on **Presentation** to include your entire presentation, *OR* select **Charts**, click the down arrow and choose from the list of saved timeline charts.

A PowerPoint slide will be created for each chart in the presentation and inserted after the slide that is currently selected in the PowerPoint slide list.

*Note: If the **Timeline Maker** menu option is not available in your PowerPoint program, please [click here](#).*

Active Charts

When you run your PowerPoint slide show, the same [screen controls \(toolbar\)](#) will be available as in the *Timeline Maker Professional* presentation mode, minus the Go To Chart, Restart Show and End Show options. The options available for each chart will depend on the [presentation options](#) you specified for that chart in *Timeline Maker Professional*.

Having active timeline charts in a PowerPoint slide show, means that you can:

- step through your timeline chart one event at a time (left/right arrow)
- zoom in/out
- scroll large charts
- pan by clicking and dragging anywhere on the chart

*Note: When a chart is updated in Timeline Maker Professional, PowerPoint will automatically update the chart in your PowerPoint slide show. If you delete an entire chart from the *.tlmp file, you will get an error message in PowerPoint and an empty slide will be created for the missing chart.*



Note on presenting your slide show:

In order for the [presentation options](#), (i.e. step through, etc.) to work in your PowerPoint slide show, *Timeline Maker Professional* must be installed on the computer doing the presentation. The *.tlmp file must also be present. Otherwise, the chart slides will appear as static images. Linked files must also be present, along with the compatible viewer.

Tip: If you are transferring your files to another computer for the PowerPoint presentation, place all the files (.tlmp, *.ppt, images, and linked files) together in the same location (i.e. My Documents, My Timelines), otherwise the program will not know where to find them.*

PowerPoint is a registered trademark of Microsoft Corporation.

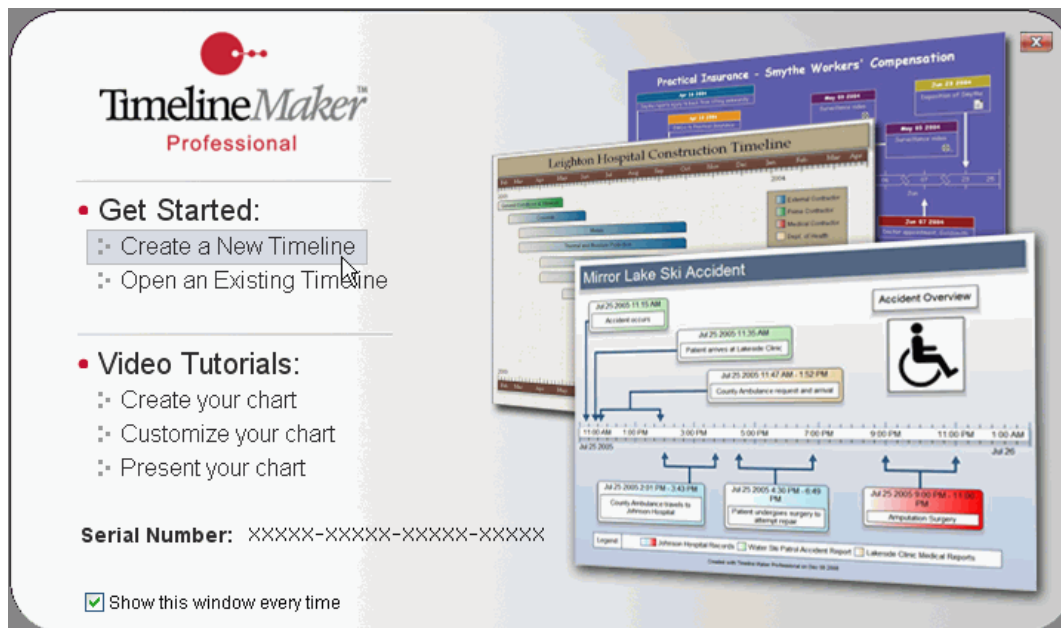
2 Getting Started

2.1 Working with Timeline Files

In this topic: [Creating](#), [Saving](#), [Opening](#), [Closing](#)

Creating a Timeline File

The first time you open *Timeline Maker Professional* a startup screen will appear asking if you would like to create a new timeline file or open an existing one.



Just like MS Word uses Word Documents (*.doc) and Adobe Acrobat uses PDF files (*.pdf), *Timeline Maker Professional* uses **TLM Professional Files (*.timp)** to create and store the timelines you make. To create a new file select **Create a New Timeline**.

Tip: You can turn this dialog box off by clicking on the check box next to Show this every time, removing the check mark. The next time you open Timeline Maker Professional you will automatically open to the Event Entry view.

If you want to create a new file mid-session, or have the startup screen turned off:

- Click the **New** icon in the toolbar
- OR
- From the menu, select **File, New**

Saving Timeline Files

Until they are renamed, new files are temporarily given the name of *untitled.timp*.

To save a timeline file:

1. Select **Save** or **Save As** under **File** on the menu bar.

OR

Choose the **Save** icon on the toolbar.

2. If this is the first time you've saved the file a Save As dialog will appear. Enter a name for the chart.
3. Click **OK**.

Tip: By default, Timeline Maker Professional will save your files in a folder called My Timelines, located in your My Documents folder.

Opening Timeline Files

Timeline Maker Professional is able to open files that have been packaged for sharing (*.tlmz) as well as Timeline Maker Student files (*.tlm). Other file formats need to be [imported](#).

To open an existing file click on **Open an existing timeline**, in the startup screen.

If you want to open a file mid-session, or have the startup screen turned off:

From the menu bar

1. Select **File** and click **Open**, OR click the **Open** button on the toolbar.
2. Browse to a file, if necessary. Click on a file listed in the dialog box, select **Open**.

OR

From the toolbar

1. Click on the **Open** icon.
2. Browse to a file, if necessary. Click on a file listed in the dialog box, select **Open**.

*Tip: For your convenience, Timeline Maker Professional saves a list of the files you have recently worked with. To quickly access these files from the menu bar select **File**, then click on the file you want to use in the **Recently Used File List** at the bottom of the menu.*



*Timeline Maker Professional allows you to work with more than one file at once, by opening each file in a separate window. To switch between windows select **Timeline Maker Professional** on your task bar and then click on the file you wish, or from the menu select **Window** and the file of your choice.*

Closing Timeline Files

Timeline Maker Professional provides several different options for closing files.

To close a single *.tlmp file:

- Select **File, Close** from the menu bar
- OR**
- Click the **X** on the title bar.

To close a group of *.tlmp files

- Select **File, Close All** from the menu bar
OR
- Right-click on ***Timeline Maker Professional*** on the task bar and select **Close Group**.

2.2 View Options

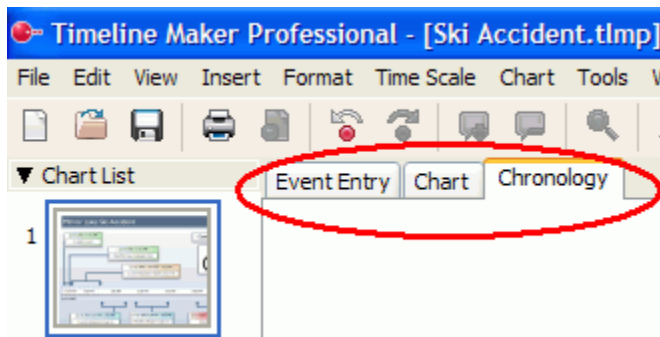
Timeline Maker Professional lets you view the information you enter in three different ways:

[Event Entry view](#) Here you can add, modify or delete events and categories, as well as select and sort data.

[Chronology view](#) A formatted text report of the events in your timeline.

Chart view ([Bar Chart](#) or [Flag Chart](#)) A graphical representation of the data in your timeline file. Two different chart styles are available: the Bar Chart and the Flag Chart.

To switch between the views you can choose the desired option from the **View** menu, or click on the corresponding tab, located under the toolbar:



2.3 Chart List

Every time you create a new bar or flag chart it is saved in your **Chart List**. Here you can assign names to your charts, duplicate or delete charts, and set presentation settings for each chart.

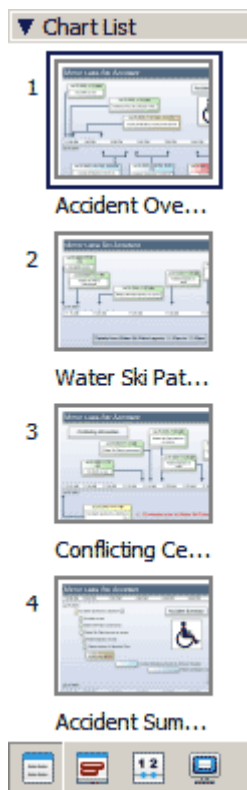


Chart Name

All charts are automatically given the name "Untitled." To assign a more meaningful title, right-click on the chart and select **Rename**.

Delete

To delete a chart from the Chart List right-click on it and select **Delete**.

Duplicate

Sometimes you may want to create a chart similar to one you've already made, but don't want to start from scratch. You can do this by creating a duplicate of the chart and modifying the new one. To duplicate a chart right-click on it and select **Duplicate**. A new duplicate copy of the chart will be created in the chart list.

Chart Sequence

For your convenience the charts in your list can be rearranged in any sequence desired. To order your charts, click on a chart and drag it to the desired position. Then, repeat as necessary.

Note: Rearranging charts affects the order they will be shown in your presentation. For more information see [Creating a Presentation](#).

Presentation settings

Presentation settings, including charts to include, chart sequence, and transition options are all set within the chart list. For more information see [Creating a Presentation](#).

2.4 Toolbars

In this topic: [Standard Toolbar](#), [Chart List Toolbar](#), [Status Bar](#)

Standard Toolbar

For your convenience, *Timeline Maker Professional* has a Standard Toolbar which provides easy access to some of the program's most important and frequently used options. By default the Standard Toolbar is present in all views but can be turned off if desired.

Click the buttons on the image below to learn how each of them work.



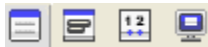
To hide/show the Standard Toolbar:

1. From the menu select **View, Toolbars**
2. Click on **Standard Toolbar**

Tip: A check mark means the toolbar is activated.

Chart List Toolbar

The Chart List Toolbar is located at the bottom of the Chart List, just above the Status Bar.



Click the buttons on the above image to learn how each of them work.

Status Bar

At the bottom of most windows is a status bar which contains descriptive information about the program or a command being executed.



In *Timeline Maker Professional*, the status bar displays:

- the number of events in a file
- the number of events included in the chart currently selected in the [Chart List](#)
- the size of the current chart in number of pages, when in chart view

To turn the Status Bar on or off:

- From the menu bar, select **View**, then **Toolbars**, and click on Status Bar.

Tip: A check mark next to Status Bar indicates this option is on.


2.5 Undo/Redo

While working with your timeline file you may make a number of changes, including adding or modifying events, setting new preferences, customizing your chart and so on. If after making a modification, you change your mind, you always have the option to undo or redo your changes.


Undo - Reverses the last change made to the timeline chart.

Redo - Reapplies a change which has been reversed using Undo.

To undo a change:

- From the menu select **Edit, Undo**. 
- **OR**
- Click the **Undo** button on the Standard Toolbar.

To redo a change:

- From the menu select **Edit, Redo**.
- **OR**
- Click the **Redo** button on the Standard Toolbar. 

Note: Timeline Maker Professional has multiple undo capability, which allows you to go back through multiple changes if required.

2.6 Zoom

In chart view, by default, *Timeline Maker Professional* displays a chart at 100% viewing scale. This is the standard size of the chart as it will be printed on your printer. You can, however, change this to suit your viewing needs by selecting **View, Zoom** from the menu bar. Scale choices include Fit to Window, 400%, 300%, 200%, 150%, 125%, 100%, 75%, 66%, 50%, 33% and 25%.

Note: The view scale does not affect the printed size of your chart.

To change the View Scale:

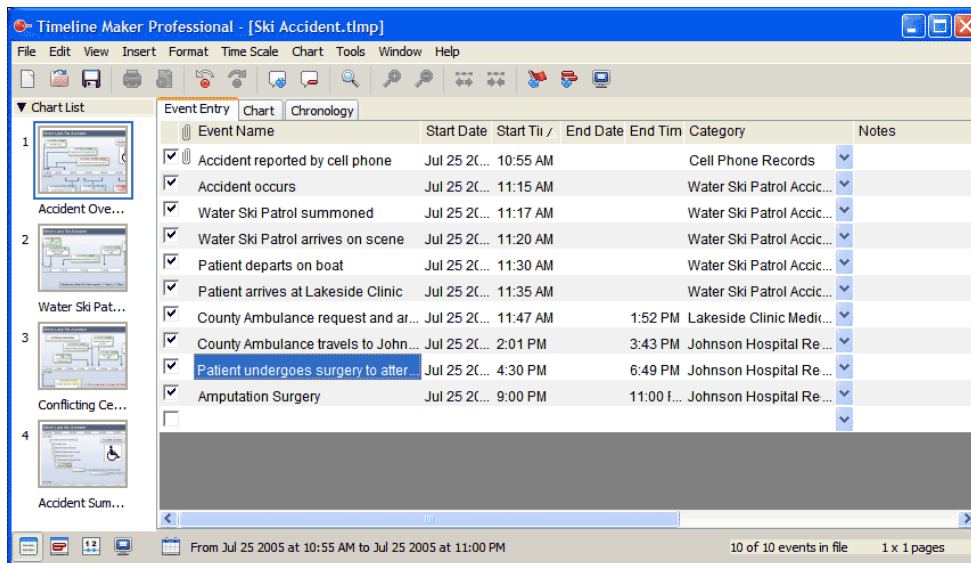
- From the menu bar select **View, Zoom** and click the desired scale size: **Fit to Window, 400%, 300%, 200%, 150%, 125%, 100%, 75%, 66%, 50%, 33%** or **25%**.
OR
- Click the **Zoom In/Zoom Out** buttons on the Standard Toolbar until you reach the desired scale size.



3 Event Entry

3.1 Overview

When you first start *Timeline Maker Professional* you will be asked if you would like to create a new timeline or open an existing timeline. (See [Working with Timeline Files](#) for more information.) Once you have made your choice the program will automatically open to the **Event Entry** view. Here you can add, modify or delete events and categories, as well as select and sort data for inclusion in the Chronology, Bar Chart and Flag Chart.



The Event Entry view contains 11 different columns:

- **Check box:** Used to show or hide an event in the selected chart in the [Chart List](#) or the Chronology of the selected chart.
- **Paper Clip:** Indicates that the event has a [linked file](#) (i.e. document, email, sound file, etc.).
- **Event Name:** The name of the event as it will appear in the Chronology and Charts.
- **Start Date:** The date the event began.
- **Start Time:** The time the event began.
- **End Date:** The date the event ended.
- **End Time:** The time the event ended.
- **Category:** Users can assign a category to each event for grouping purposes.
- **Place:** The location where the event occurred.
- **Notes:** The details of the event in a free-form field.
- **Source:** The source of your information.

Tip: Place, Notes and Source columns can be renamed by right-clicking on the column title.

The width and order of all the columns can be changed, with the exception of the Check box and Linked Files column, which remain static. The Event List can be scrolled both

horizontally and vertically to view the data and can be sorted by any of the columns in ascending or descending order. An arrow head (up or down) in the column heading indicates the direction the column is sorted.

3.2 Entering Events

In this topic: [Working with Events](#), ([Entering](#), [Copy and Paste](#), [Modifying](#), [Deleting](#)), [Notes on Dates](#), [Event Sort Order](#), [Setting Start and End Dates](#), [Formatting the Columns](#), [Modifying Categories](#)

Working with Events

Adding, modifying and deleting your events in *Timeline Maker Professional* is a simple and straightforward process. Details for each event are entered into each column, like a table. Simply click in the empty field under **Event Name** and begin entering your information. To get to the next field use the **Enter** or **Tab** key on your keyboard. If you make a mistake you can always go back and edit your work by double-clicking on the field you want to change, then making your corrections. For more detailed information on this process, please see below.

Entering New Events

To enter a new event:

1. Click in a blank field on the first available empty line and enter the event information.
OR
Select the **Add Event** button from the Standard Toolbar to ready the Event Name field on the first available line for data entry.
OR
From the menu select **Insert, Event** to ready the field.
2. Enter event information across the line in each applicable column field by using the tab key, the enter key or clicking with your mouse.

As you enter information in the Category field, *Timeline Maker Professional* will try to auto-complete your entry with categories you have already entered in the file. To accept the auto-complete press the **Enter** key. See also [Modifying Categories](#).

Tip: There is no limit to the amount of information you can enter in your event notes; when you wish to start a new paragraph press CTRL+Enter and continue typing.



Notes on Dates:

1. Your event dates can be displayed either in dd mmm yyyy, or mmm dd yyyy format. You can change how the date is displayed by modifying your [Date Display Format](#) under **Tools, Options, General**.
2. The program is flexible as to how you enter your dates. Regardless of the display format specified, any variation of YMD (year, month, day), DMY or MDY that can be interpreted with certainty will be valid. For example, the following data entry methods will be accepted by *Timeline Maker Professional* to produce the date of 2 Jan 1932:

2 Jan 1932	2 January 1932	02 01 1932*	1932 01 02
2 Jan 32	2 January 32	02 01 32*	32 01 02
Jan 2 1932	January 2 1932	01 02 1932**	1932 Jan 02
Jan 2 32	January 2 32	01 02 32**	32 Jan 02***

*This will only produce 2 Jan 1932 if dd mmm yyyy is selected as the date display format.

**This will only produce 2 Jan 1932 if mmm dd yyyy is selected as the date display format.

***If the last two digits of the year had been 31 or less, a four digit year would have been required due to the ambiguity of the date.

Tip: You can also enter dates with the year in the second position, so long as you do not use numbers for the month. For example: Jan 1932 02 or 02 1932 Jan.

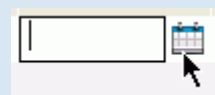
3. *Timeline Maker Professional* requires that you have a space between the day, month and year. Otherwise, you must use a date separator:

Date Separator	Example
/	02/01/32
-	02-01-32
.	02.01.32
,	Jan 2, 1932

*Tip: You can use any date separator specified in your Windows Regional Settings. To access these settings select **Start, Control Panel, Regional and Language Options**. Then, click the **Customize** button and select the date tab.*

4. With *Timeline Maker Professional* you can have events with a date of **TODAY**. This means that the event will always appear with today's date on your charts and reports. Simply enter **TODAY** for your date and your event will always be updated with the present date.
5. To ensure that you will be able to create the timelines you need the program allows you to enter dates as far back as 20 Billion BC/BCE (20000000000 BC/BCE) and into the future up to 20 Billion AD/CE (20000000000). To enter a BC/BCE date the format must be year, space, BC or year, space, BCE. For example: 1000 BC or 1000 BCE. The program will not accept BC/BCE without the space. It will also not accept "B.C." or "B.C.E." or any other variation.

Tip: Timeline Maker Professional provides a handy calendar to assist you when entering dates. To access the calendar, click in the date field and select the calendar button.



Note: The calendar is not effective for dates prior to October, 1752.

Note: Events can also be imported from specifically formatted text files. See [Import](#) for more information.

Copy/Paste

Copying and pasting text from one file to another is very similar to the way it is done in a word processor. This can be used when transferring data to or from such programs as Microsoft Excel, Microsoft Word, or any other programs that accept text. Just select what you want to copy and then use the standard copy and paste commands.

***Note:** When copying and pasting within Timeline Maker Professional, the data remains in their designated fields. For example, if you copied dates from the Start Date field and attempted to paste them to the End Date field it will over-write the Start Date field.*

To copy and paste:

1. With the mouse, highlight the fields to be copied.
2. Right click and select **Copy**
OR
Click on **Edit** in the menu bar and select **Copy**.
3. Set mouse pointer in field where you wish to start paste.
4. Right click and select **Paste**.
OR
Click on **Edit** in the menu bar and select **Paste**.


Modifying Events

To edit an event:

- Double-click on the event field you wish to edit in the Event List and make desired changes.

Deleting Events

To delete events:

1. Select the event(s) for deletion in the Event List
2. Select **Delete** under **Edit** on the menu bar **OR** click the **Minus (-)** icon on the Standard Toolbar. .
3. Click **OK** when you are asked to confirm the deletion.

*Tip: If you prefer to use the Delete key on your keyboard when deleting events the **entire** event row must be highlighted, otherwise only the field(s) selected will be removed. To do this click in the gutter space between the checkbox and first column. This will highlight the entire event row. You will then be able to delete the event using the Delete key.*

Event Entry Chronology Chart						
	Event Name	Start Date	Start Time	End Date	End Time	
<input checked="" type="checkbox"/>	Break in occurs	11 Nov 2004	11:00 AM		11:30 AM	
<input checked="" type="checkbox"/>	Neighbour sees 2 men exit office building, calls police	11 Nov 2004	11:30 AM			
<input checked="" type="checkbox"/>	Office closed for holiday	10 Nov 2004	05:00 PM	12 Nov 2004	08:00 AM	

Event Sort Order

Your list of events can be sorted according to any of the column details, in ascending or descending order. For example, the list can be ordered by Start Date, or End Date, earliest to latest or vice-versa. Or, it could be ordered alphabetically by Event Name, in an A-Z or Z-A format.

To sort the event list:

- Click on the column heading of the event detail you wish to sort by. This will sort the list in ascending order.
- Click again on the same column heading, and the list will be sorted in descending order.

Tip: An arrow head (up or down) in the column heading indicates the direction the column is sorted.

Note: Sort preferences chosen in the Event Entry view are also reflected in the Chronology Report.

Setting the Time Scale Date Range

Through this option you can choose the events you wish to appear on your chart by editing the date range of your Time Scale. Events that do not occur within the defined date range will not appear on the chart and will have their checkbox grayed out in the event entry.

Manually set the Time Scale Date Range:

1. From the menu select **Time Scale, Date Range**.
OR
Click on the Calendar Icon on the left end of the Status Bar
2. Click on **Manual** and set the **To** and **From** dates and times that you wish to display on the chart.
3. Click **OK**.

Please Note: When a Manual Time Scale Date Range is used there will be "Lock" icon  next to the date on the Status Bar.

Formatting the Columns

The width and order of all the columns can be changed, with the exception of the Check box and Linked File columns, which remain static. Also, the Place, Notes and Source columns can be renamed.

Please note: Any of the following changes made to the columns will affect the display of the Chronology Report.


To change the order of the columns:

1. Click on the column heading of your choice
2. Drag the column to the desired position
3. Repeat, if necessary

To change the width of a column:

1. Double-click on the column boundary to increase/decrease the width to the size of the longest event name in the column.

OR

1. Rest the pointer on the column boundary you want to move until it becomes a double headed arrow. 
2. Drag the boundary until the column is the width you want.

To rename a column:

1. Right-click on the Place, Notes or Source column.
2. Enter the new column name in the Name field
3. Click **OK**.

Modifying Categories

Sometimes you may want to assign categories to events in your file so that you can group related events together in your report and charts. When you enter information in the Category field, *Timeline Maker Professional* automatically saves this information in a list of categories. As you enter more events, the program will try to auto-complete your category entries with information it has saved in the list of categories.

To add a category:

- In the Event Entry view enter the new category name under the category column.
- OR**
1. Select **Edit, Category Names** from the menu.
 2. Click the **New** button and enter your category name, then click **OK**.
 3. Select the **OK** button to accept changes.

To delete a category

1. In the Event Entry view select **Edit, Category Names** from the menu.
2. In the Edit Category Names dialog, select the category you wish to remove.
3. Click the **Delete** button, then click **OK**.
4. Select the **OK** button to accept changes.

Note - This action will only remove the category name, and not events assigned to the category.

To rename a category

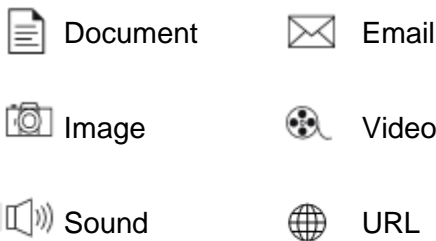
1. In the Event Entry view select **Edit, Category Names** from the menu.
2. In the Edit Category Names dialog, select the category you wish to edit.
3. Click the Rename button and replace the existing name with the new category name, then click **OK**.
4. Select the **OK** button to accept changes.

Note - This action will apply to all events assigned to the category.

3.3 Linked Files

In this topic: [Overview](#), [Attach](#), [Edit](#), [Delete](#), [View](#)

For some events you may wish to attach a **Linked File** to show additional information regarding the event. *Timeline Maker Professional* allows you to link to any type of file, and includes the following icons to symbolize file types:



When a file is linked to an event a paper clip symbol is placed beside the event in the Event Entry view and the corresponding image (see above) is placed with the event on your chart.

To attach a linked file to an event:

1. If in the Event Entry view, click in the Linked File field for the event you wish to add the attachment. Otherwise, if in Chart view, select the event you want to link a file to. From the menu select **Insert, Link**.
OR
Right-click in the Linked File field if in Event Entry view or on the event if in Chart view and select **Linked Files**.
2. The Linked File dialog box will appear. Select the **Add** button.
3. In the new Add Linked File dialog, select the **Browse** button and browse to and select the file of your choice.
4. If desired, enter a nickname for your file in the Nickname field.
5. Under Type click the **down arrow** and select the document type of your linked file. Click **OK**.
6. Select the **OK** button.

To edit a linked file:

1. If in the Event Entry view, click in the Linked File field for the file you'd like to edit. Otherwise, if in Chart view, select the event that contains the file you'd like to edit. From the menu select **Insert, Link**.
OR
Right-click in the Linked File field if in Event Entry view or on the event if in Chart view select **Linked Files**.
2. The Linked File dialog box will appear. Select the file you would like to edit.
3. Click the **Edit** button and make your changes. When complete, click **OK**.
4. Select the **OK** button.

To delete a linked file:

1. If in the Event Entry view, click in the Linked File field for the file you'd like to delete. Otherwise, if in Chart view, select the event that contains the file you'd like to delete. From the menu select **Insert, Link**.

OR

Right-click in the Linked File field if in Event Entry view or on the event if in Chart view select Linked Files

2. The Linked File dialog box will appear. Select the file you would like to delete.
3. Click the Delete button.
4. Select the OK button.

To view a linked file:In Event Entry view:

1. Hover your mouse over the paper clip icon. The file's nickname or path will appear as a pop-up.
2. Click on the pop-up to display the file.

OR

1. Right-click in the Linked File field and select **Linked Files**.
2. Click the **View** button to display the file.

In Chart view:

1. Hover your mouse over the linked file icon. The file's nickname or path will appear as a pop-up.
2. Click on the pop-up to display the file.

OR

1. Right-click on the event with the attachment and select **Linked Files**.
2. Click the **View** button to display the file.

3.4 Import

If you have timeline data in another program there is no need to re-type the information into *Timeline Maker Professional*. Instead, you can use the **Import** feature to import the information into a timeline file.

Typical problems importing may include:

- Column headers (not needed).
- Any completely blank row in your in your CSV file because there is nothing in it for Timeline Maker Professional to use.
- Any text that does not belong in a date. Exception: Dates containing days of the week will show without the days of the week, but be accepted.
- Any text that does not belong in time. (ie: "N/A")

Timeline Maker Professional can import events included in a tab delimited text file (*.txt, *.tab, *.asc) or a comma separated value file (*.csv, *.asc) if the events are in the following format:

In a Tab Delimited Text file (*.txt, *.tab, *.asc):

Event Name **TAB** Start Date **TAB** Start Time **TAB** End Date **TAB** End Time **TAB** Category **TAB** Place **TAB** Notes **TAB** Source

For Example:

Office closed for holiday. **TAB** 10 Nov 2004 **TAB** 5:00pm **TAB** 12 Nov 2004 **TAB** 8:00am **TAB** Report **TAB** 15 Park St., Smithtown **TAB** All staff had exited the building by 5:00pm on Wed., did not re-enter until 8:00am on Fri. Police Report

Break in occurs. **TAB** 11 Nov 2004 **TAB** 11:00am **TAB** **TAB** **TAB** Report **TAB** 15 Park St., Smithtown **TAB** Thieves enter through basement window. **TAB** Police Report, Surveillance Video.

*Tip: The word **TAB** has been added in the above example for demonstration purposes. Your actual file will contain a blank space where a tab has been entered. **Do not type TAB in your file.** Instead, click the **Tab key** on your keyboard to insert the appropriate delimiter.*

In a Comma Separated Value file (*.csv, *.asc)

"Event Name", "Start Date", "Start Time", "End Date", "End Time", "Category", "Place", "Notes", "Source"

For Example:

"Office closed for holiday.", "10 Nov 2004", "5:00pm", "12 Nov 2004", "8:00am", "Report", "15 Park St., Smithtown", "All staff had exited the building by 5:00pm on Wed., did not re-enter until 8:00am on Fri.", "Police Report"

"Thieves enter through basement window.", "11 Nov 2004", "11:00am", , , "Report", "Break in occurs.", "15 Park St., Smithtown", "Police Report, Surveillance Video."

Tip: Events MUST contain at least a date and an event, or they will not be imported. If any fields are left out, they still must have the appropriate delimiter (i.e. tab or comma).

Note: Because a carriage return signifies the end of an event, events will not be imported properly if there are carriage returns in any of the fields.

To import your events into Timeline Maker Professional:

1. Using the program where you've entered your data (i.e. MS Word, Excel, etc.), save your events in a **TXT** (tab delimited), **CSV**, **TAB**, or **ASC** file.

Note: Event information must be in a specific order. [Click here for more details.](#)

2. Open *Timeline Maker Professional*.
3. From the menu bar, select **File**, then **Import**.
4. Browse to and select the file you would like to import.
5. Click **Open**.

*Tip: All the events will be imported into the current timeline file, however they will only be shown in the chart currently selected in the [Chart List](#). If you wish to show them in other charts you will need to click on the chart in the Chart list, then select the imported events and click **Format, Show Event**.*

4 Search/Select

4.1 Simple Search

With *Timeline Maker Professional's* Search/Select feature you can create subsets of events according to their date and/or content. This is true whether in the Event Entry, Bar Chart or Flag Chart view.

To perform a simple text search

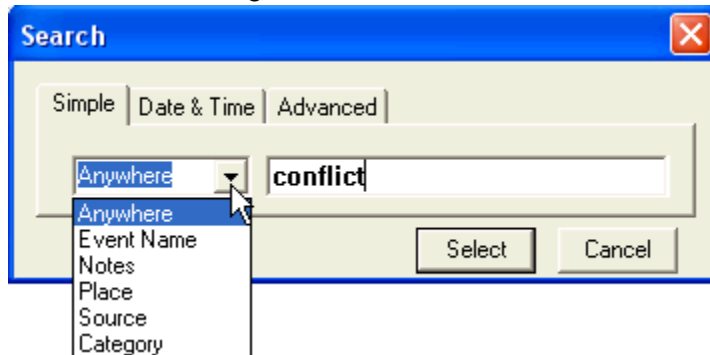
1. From the menu select **Edit, Search/Select**.

OR

On your keyboard press **Ctrl+F**.

2. In the Simple tab, from the drop down menu, select the portion of the events to search. (i.e. **Event Name, Notes, Place, Source** and **Category**.) **Anywhere** searches all event fields.
3. Enter the text to search for in the text box.
4. Click the **Select** button.

All events matching the search criteria will be selected.

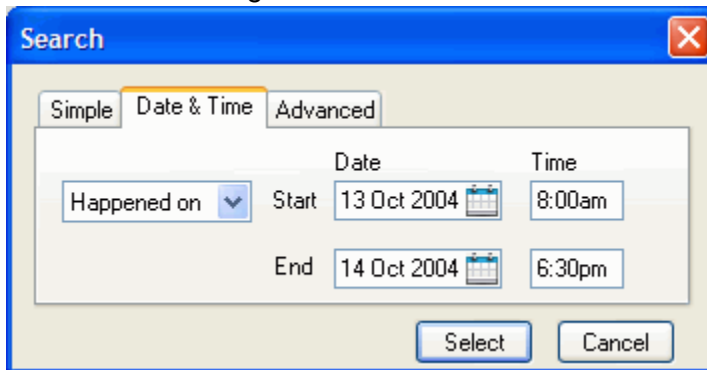


4.2 Date/time Search

To select all events based on Date and/or Time

1. From the menu select **Edit, Search/Select**.
OR
On your keyboard press **Ctrl+F**.
2. Click the **Date & Time** tab.
3. From the drop down menu, choose from the following search criteria:
 - i. **Happened on**. Selects all events that happened anytime within the specified date and time range.
 - ii. **Started on**. Selects all events with the specified Start Date and Start Time.
 - iii. **Ended on**. Selects all events with the specified End Date and End Time.
4. Enter desired date or date and time. *Tip: These dates are inclusive.*
5. Click the **Select** button.

All events matching the search criteria will be selected.



4.3 Advanced Search

To perform an advanced search:

1. From the menu select **Edit, Search/Select**.
OR
On your keyboard press **Ctrl+F**.
 2. Click the **Advanced** tab.
 3. Enter the desired search criteria and click the **Select** button.
- All events matching the search criteria will be selected.

Search

Simple Date & Time **Advanced**

Anywhere |

Event Name

Notes

Place

Source

Category

Happened on ▼ Start End Time

Clear

Less << Select Cancel

☒ Search all (10) ☒ Match

☐ Search currently selected (0) ☐ Doesn't match

☐ Add to currently selected (0)



Clicking the **More** button in the Advanced tab allows you to access further search features, including narrowing your search to currently selected events, adding to selected events, or selecting all events that do not match the specified criteria.

5 Chronology

5.1 Overview

In this topic: [Overview](#), [Viewing](#)

Overview

The Chronology is a formatted text report of the events in your timeline. Perfect for times when you need a partial or whole list of events in your file, the report can be printed on your desktop printer, or published in HTML format.

Memorial Day Break In								
Event Name	Start Date	Start Time	End Date	End Time	Category	Notes	Place	Source
Office closed for holiday.	10 Nov 2004	05:00: PM	12 Nov 2004	08:00: AM	Crime Scene	All staff had exited the building by 5:00pm on Wed., did not re-enter until 8:00am on Fri.	15 Park St., Smithtown	Police Report
Break in occurs	11 Nov 2004	11:00: AM		11:30: AM	Crime Scene	Thieves enter through basement window.	15 Park St., Smithtown	Police Report, Surveillance Video.
Neighbour sees 2 men exit office building, calls police	11 Nov 2004	11:30: AM			Neighbour's Home	Neighbour missed Memorial Service, so was at home at the time. Saw men through his front window.	14 Park St., Smithtown	911 Call
Police arrive on scene	11 Nov 2004	11:45: AM			Crime Scene		15 Park St., Smithtown	Police Report
Suspects arrested, goods seized	11 Nov 2004	04:45: PM			Location of Arrest	Acting on information gathered from eye witness as well as surveillance video and evidence found at scene, police identify the two suspects and make the arrest.	805 Mill St., Johnstown	Police Report
Created with Timeline Maker Professional on Mar 27 2007								

Your Chronology can include as much or as little of the data in your file as you like. It can be sorted by any of the columns, and can have a customized Title and Footer. For more information on customizing your Chronology, [see Customizing the Chronology](#).

To View a Chronology:

1. Enter your events in the [Event Entry view](#).
2. Switch to the Chronology view by selecting **View, Chronology** from the menu bar, or by clicking the **Chronology** tab.

5.2 Customizing the Chronology

The Chronology can be customized in various ways to suit your needs and preferences. You can choose the columns to be included, the column order, the event sort order and the events to be included. With the exception of the columns to be included, the data in the report is organized according to the preferences chosen in the [Event Entry view](#).

5.2.1 Title & Footer

You can customize the text and font of your Chronology Report's Title and Footer.

To change the Title:

1. Switch to the Chronology view by selecting **View, Chronology** from the menu, or by clicking the **Chronology** tab.
2. From the menu select **Format, Title** or right-click on the Chronology and select **Title**.
3. Enter the desired title in the Text field.
4. Select the font type, size, style, color or justification as desired.
5. Click **OK**.

To change the Footer:

1. Switch to the Chronology view by selecting **View, Chronology** from the menu, or by clicking the **Chronology** tab.
2. From the menu select **Format, Footer** or right-click on the Chronology and select **Footer**.
3. Enter the desired footer in the Text field.
4. Select the font type, size, style, color or justification as desired.
5. Click **OK**.

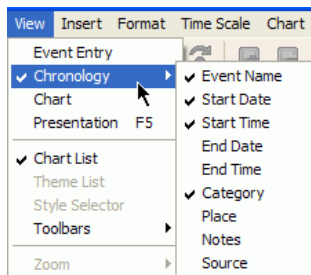
Tip: You can insert today's date in the title and/or footer by entering the text @TODAY in the text field, with no spaces between the @ symbol and text. Any variation will not return a date in the footer.

5.2.2 Columns to Include

The Chronology can include any of the following columns available in the Event Entry view:

- | | | |
|--------------|------------|----------|
| • Event Name | • End Date | • Notes |
| • Start Date | • End Time | • Place |
| • Start Time | • Category | • Source |

To choose columns to include:



1. Switch to the Chronology view by selecting **View, Chronology** from the menu, or by clicking the **Chronology** tab.
2. Select **View, Chronology** from the menu, then click on the column you wish to include (✓) or exclude. A check mark next to the column name indicates it will be included in the report.

5.2.3 Column Order

The column order chosen in the Event Entry view is used as the column order in the Chronology. The default sort order is Event Name, Start Date, Start Time, End Date, End Time, Category, Place, Notes and Source, however the order of these columns can be changed, according to your preference.

To change the order of the columns:

1. In the Event Entry view, click on the column heading of your choice
2. Drag the column to the desired position
3. Repeat, if necessary

5.2.4 Events to Include

Timeline Maker Professional gives you the option to include a partial list of your events in the Chronology. This is especially helpful when you have a large file or if you only want to highlight specific events in your report.

To include an event in your report:

1. Locate the event in the Event Entry view.
2. Click in the checkbox to the left of the event. A check mark will be placed within the box, indicating that the event will be included.

OR

1. Select the desired event(s) in the Event Entry view
2. From the menu bar click **Format, Show Event**. A check mark will be placed next to each event, indicating they will be included.

*Tip: To remove a check mark follow the above steps, but select **Hide Event** instead of **Show Event**.*



You can use the Search/Select feature to select groups of events according to their date and text. For more information on using this feature, please see [Search/Select](#).

Note: The number of events selected (checked) in a file is shown on the status bar.

5.2.5 Time Scale Date Range

Through this option you can choose the events you wish to appear on your chart by editing the date range. Events that do not occur within the defined date range will not appear on the chart and will have their checkbox grayed out in the event entry.

Manually set Start and End Dates:

1. From the menu select **Time Scale, Date Range**.

OR

Click on the Calendar Icon on the left end of the Status Bar

2. Click on **Manual** and set the **To** and **From** dates and times that you wish to display on the chart.
3. Click **OK**.

Please Note: When a Manual Time Scale Date Range is used there will be a "Lock" icon  next to the date on the Status Bar.

5.2.6 Event Sort Order

Events in your list can be sorted according to any of the column details, in ascending or descending order. For example, the list can be ordered by Start Date, or End Date, earliest to latest or vice-versa. Or, it could be ordered alphabetically by Event, in an A-Z or Z-A format. Like the column order, the event sort order chosen in the Event Entry view is reflected in the Chronology.

To sort the event list:

- Click on the column heading of the event detail you wish to sort by. This will sort the list in ascending order
- Click again on the same column heading, and the list will be sorted in descending order.

Tip: An arrow head (up or down) in the column heading indicates the direction the column is sorted.

6 Bar Chart

6.1 Overview

In this topic: [Overview](#), [Components](#)

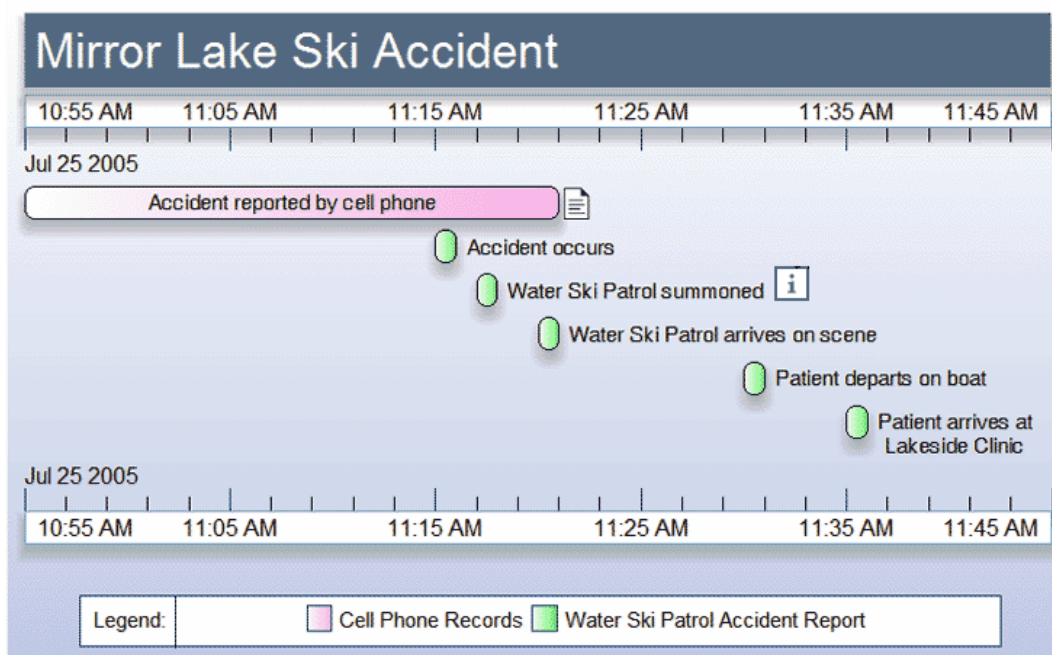
Overview

The Bar Chart is a graphical representation of the data in your timeline file. Each event included in the chart is assigned a bar, the length of which is based on the event's time span, and is positioned according to the date and time the event occurred.

Timeline Maker Professional includes many different customization options for your Bar Chart, including color, gradients, shadow effects, box styles, graphics and more. For more information on customizing your Bar Chart, see [Bar Chart, Formatting](#).

Components

Click to learn more about each component of the Bar Chart:



6.2 Create a Bar Chart

To Create a Bar Chart:

1. Enter your events in the [Event Entry view](#).
2. Create a Bar Chart by selecting **Chart, New Bar Chart** from the menu, or by clicking the **New Bar Chart** button on the toolbar.

*Tip: Timeline Maker Professional displays thumbnails of each of the charts you create in the [Chart List](#) on the left of your screen. To view a chart, click the **Chart tab**, then select the desired chart from the list.*

6.3 Customizing the Bar Chart

Overview

Timeline Maker Professional makes it possible to customize virtually every element of the Bar Chart to suit your needs and preferences. To access each of the options, select **Format** from the menu and click the component you wish to customize. Or, double-click on the component in your chart to bring up the formatting options dialog.

Depending on the chart component you choose the following options are available in the formatting options dialog:

Content	<ul style="list-style-type: none"> • Includes text, font style and alignment. • Applies to Event, Annotation, Title, Footer, Legend and Time Scale.
Shape	<ul style="list-style-type: none"> • Up to eight different shapes (depending on selected chart component) can be applied to each of the bars, etc. A 3D option is available for the square/rectangle shape. • Applies to Event, Picture, Annotation, Title, Footer, Legend and Time Scale.
Outline	<ul style="list-style-type: none"> • Change the shape outline style (6 different line styles available), color and line thickness. • Applies to Event, Picture, Annotation, Title, Footer, Legend and Time Scale.
Fill	<ul style="list-style-type: none"> • Fill with one solid color, gradient (two colors), a graphic (including a watermark option), or transparent (same color as the page it is on), depending on the selected chart component. • Applies to Event, Picture, Annotation, Title, Footer, Background, Legend and Time Scale.
Shadow	<ul style="list-style-type: none"> • Apply one of nine different shadow affects. • Applies to Event, Picture, Annotation, Title, Footer, Legend and Time Scale.

For in depth instructions on customizing (Format) the individual chart components, please select from the following:

- [Expand/Compress](#)
- [Events](#)
- [Pictures](#)
- [Annotations](#)
- [Title](#)
- [Footer](#)
- [Background](#)
- [Legend](#)
- [Time Scale](#)
- [Gridlines](#)
- [Border](#)

Tip: You can also customize your charts using [Themes](#) and the [Style Selector](#).

6.3.1 Expand/Compress

You can increase or decrease the [Time Scale](#) on your chart by using the Expand/Compress feature. The smaller the time increments you choose, the more horizontal space your chart will require. Using Expand/Compress has the effect of making your chart wider or narrower.

To expand or compress the chart:

- From the menu bar select **Time Scale, Expand** or **Compress**. Repeat until you reach the desired increment.

OR

- Select the **Expand Time Scale** or **Compress Time Scale** button from the Standard

Toolbar.   Repeat as necessary.

OR

- Select the Time Scale and use the arrow keys on your keyboard. **Right Arrow** expands, **Left Arrow** compresses.

Tip: Each time you expand, your chart will enlarge horizontally by a quarter page. Each compression will reduce your chart horizontally by a quarter page. To enlarge or compress by an eighth of a page, hold down the shift key as you use any of the above methods.

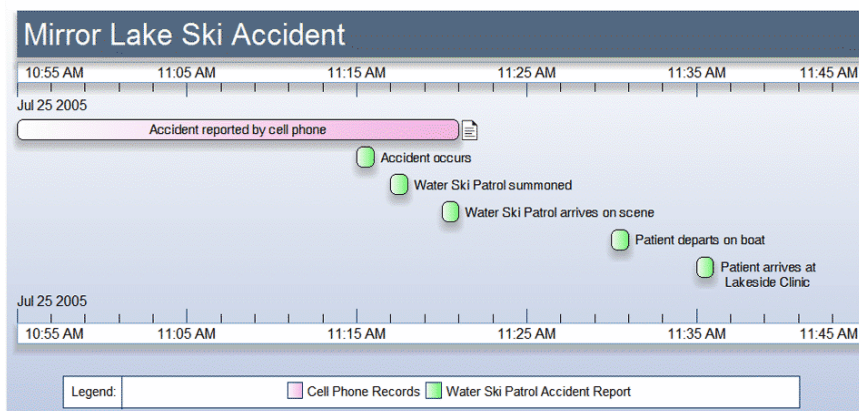
*Note: Timeline Maker Professional uses blue dashed lines to depict page breaks so that you can easily see how large your charts are. By default the page orientation is in **Landscape** mode. You can modify the page orientation by selecting **File, Page Setup** and selecting **Portrait** under Orientation.*

6.3.2 Events

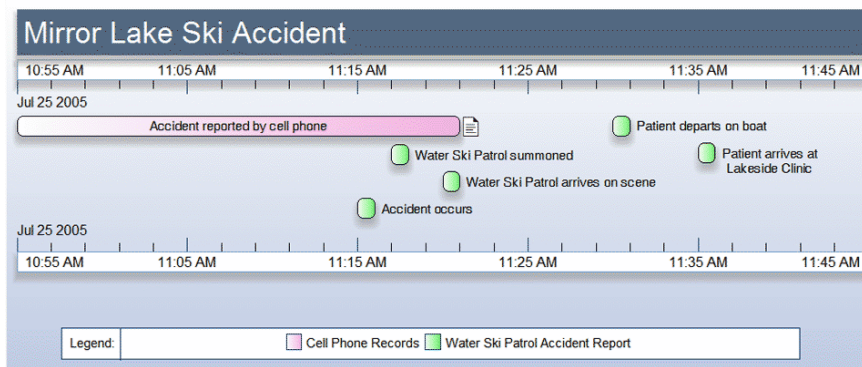
In this topic: [Position](#), [Appearance](#), [Event Text Positioning](#), [Adding Events](#), [Events to Include](#)

Event Position

By default, *Timeline Maker Professional* arranges all of your events in a Staircase layout. This means that each event will be placed on its own line in a staircase fashion:



You can choose to have the program automatically sort all the events in a Compact layout, saving valuable space on your chart:

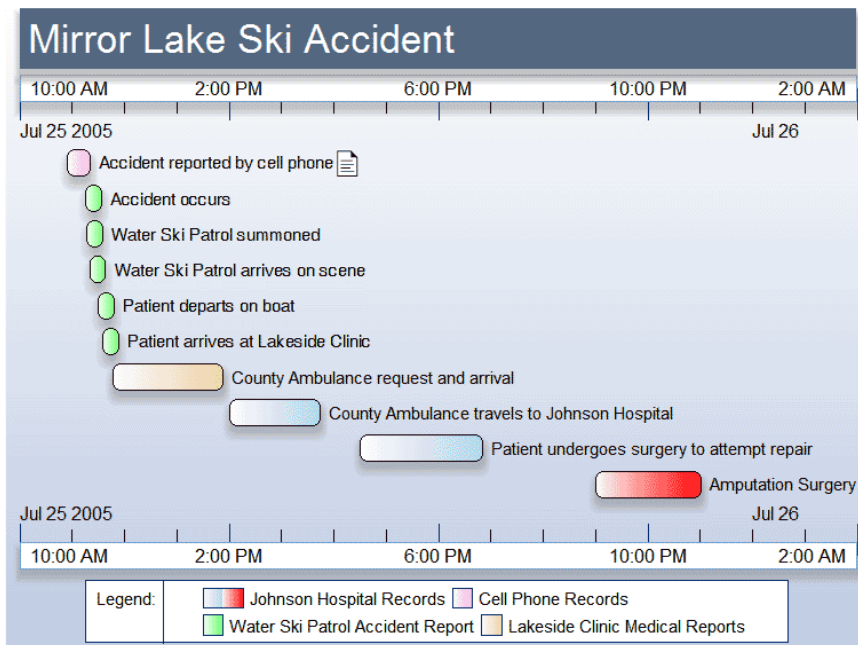


Timeline Maker Professional can also automatically sort events by **Category** in both Staircase and Compact layouts. Alternatively, you can manually move events vertically up and down the time scale to a desired position on the chart.

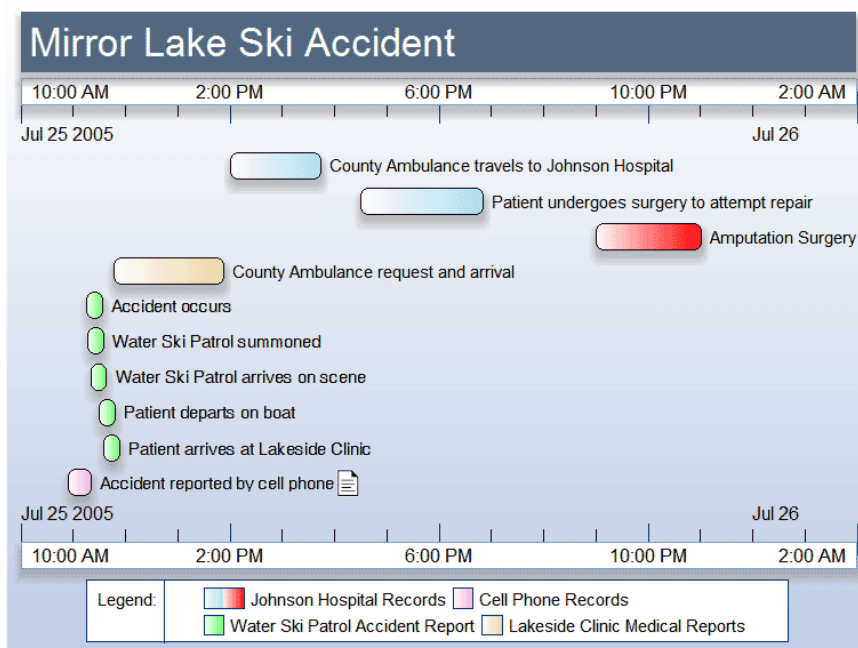
To auto arrange events in Staircase layout:

1. Switch to the Bar Chart view by selecting **View, Bar Chart** from the menu, or by clicking the **Bar Chart** tab.
2. Select **Format** then select **Auto-Arrange Events**.
3. Select **Staircase**.
4. Click **All Events** to arrange all events in staircase layout or **Category** to arrange events in staircase layout by category.

Staircase All Events



Staircase By Category

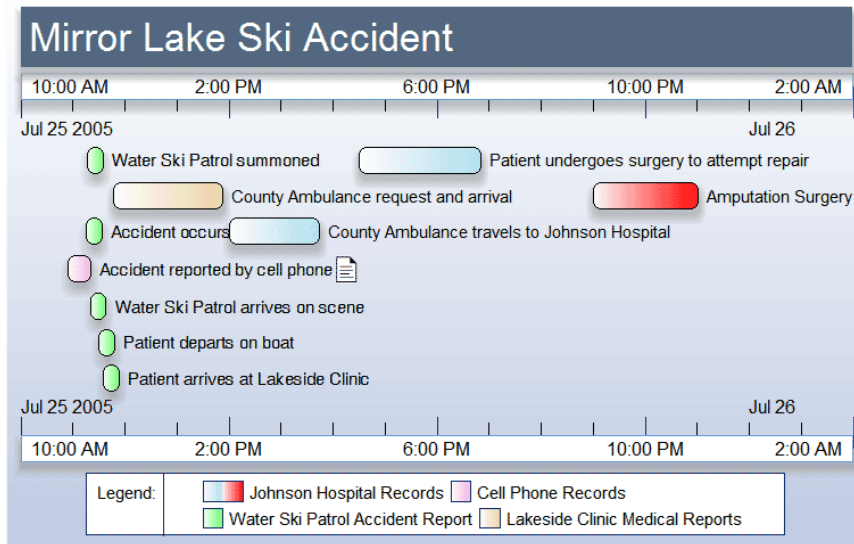


To auto arrange events in Compact layout:

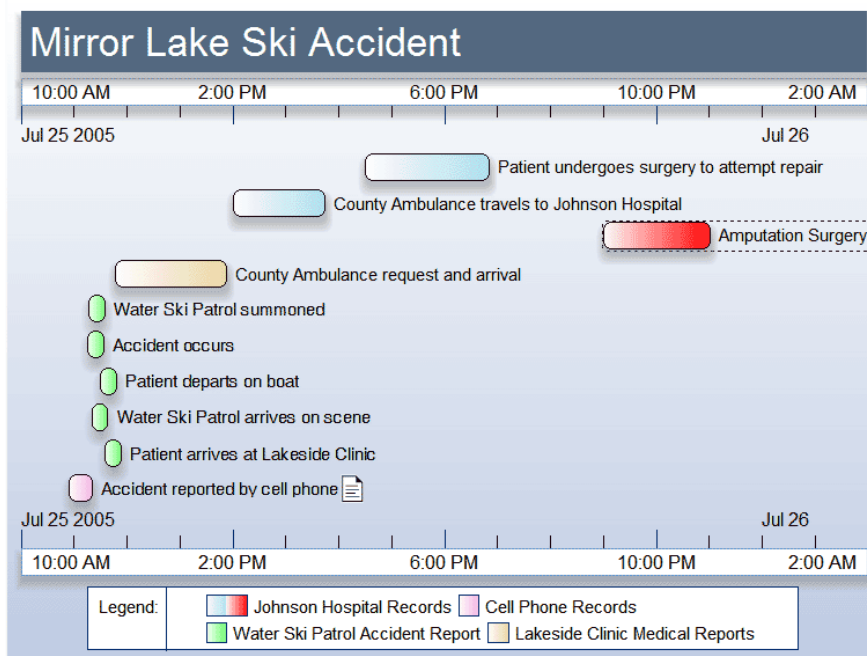
1. Switch to the Bar Chart view by selecting **View, Bar Chart** from the menu, or by clicking the **Bar Chart** tab.
2. Select **Format** then select **Auto-Arrange Events**.

3. Select **Compact**.
4. Click **All Events** to arrange all events in compact layout or **By Category** to arrange events in compact layout by category.

Compact All Events



Compact By Category



To manually move events on the chart:

1. Select the event(s) you wish to move.
2. Drag the events to the desired position on the chart.

Note: Because events are placed on the chart by the date they occurred, events can only be moved vertically on the chart, not horizontally.

Event Appearance

Timeline Maker Professional provides many different options for customizing the appearance of your events. Modify the content, font style, as well as the bar shape, outline, fill (including nine different styles of a two color gradient) and shadow.

To format events:

1. Select the event(s) you want to customize.
 2. From the menu select **Format, Event**.
- OR**
- Right-click on the selected event(s) and click on **Format Event**.
3. Make the desired changes in the options dialog.
 4. Select the **OK** button.

Event Text Positioning

Timeline Maker Professional enables you to choose where the text will be placed in relation to the event.

To change text position:

1. Right click on event.
2. Select **Event Text Positioning** and choose from **Automatic**, **Inside Event**, **Right of Event** and **Left of Event**.

Adding Events

In most cases you will want to add events using the [Event Entry view](#). However, *Timeline Maker Professional* also makes it possible for you add new events in the chart view.

To add an event:

- From the menu select **Insert, Event** and fill in the event information. Click the **Add** button to add the event.
- OR**
- Right-click on the chart and select **Insert Event**, then fill in the event information. Click the **Add** button to add the event.

Tip: To add place, notes, source or to assign a category, you must switch to the Event Entry view.

Events to Include

Timeline Maker Professional gives you the option to specify which events you wish to include in your charts. This is especially helpful when you have a large file or if you only want to highlight specific events in your report.

To exclude events:

1. Select the event(s) in the chart.
 2. Right-click on the event(s) and select the **Hide** button
- OR**
1. In the Event Entry view, select the desired event(s).
 2. From the menu bar click **Format, Hide Event**. The check mark next to each event will be removed, indicating they will not be included in this chart.

Tip: To include an event in the chart, select the chart in the Chart List then select the event in the Event Entry view and choose Format, Show Event from the menu, or click in the checkbox to add a check mark. This will only apply to the selected chart.



You can use the Search/Select feature to select groups of events according to their date and text. For more information on using this feature, please see [Search/Select](#).

*Tip: When creating a new chart, if a chart with hidden events is selected in the chart list, you will be asked whether you wish to include all events or only those checked/included in current chart. To turn this message off select **Remember my answer**. You can also modify the default choice in the [Tools, Options](#) dialog.*

6.3.3 Pictures

Timeline Maker Professional makes it easy for you to enrich your charts with images. Choose from the program's clip art, or add your own images.

To add clip art to the chart:

1. From the menu, select **Insert, Picture**.
- OR**
- Right-click in the chart background and select **Insert Picture**.
2. Select the **Clip Art** option.
 3. If you have any MS Office or MS Works program installed, *Timeline Maker Professional* will automatically open the Microsoft Clip Organizer when **Insert Picture, Clip Art** is selected. To insert a picture from the Organizer, click and drag it on to your chart.
- OR**
- If you do not have MS Office or MS Works, selecting **Clip Art** will automatically open *Timeline Maker Professional's* built in clip art library. Browse to the desired image and click **Open**.

To add your own image to the chart:

1. From the menu, select **Insert, Picture**.

OR

Right-click in the chart background and select **Insert Picture**.

2. Select **From File** to choose another image.
3. Browse to the desired image and click **Open**.

Tip: Timeline Maker Professional supports the following image file formats: BMP, JPG, PNG and GIF.

Once the image is opened you can position it anywhere on the chart by holding down the left mouse button and dragging it to the desired position. You can also shrink or enlarge the image by clicking on one of the corner squares and dragging toward or away from the image until you achieve the desired size.

Tip: If desired, you can even position your image to the far left or far right of your chart.

There are a number of formatting options available for the images you insert into your charts, including shape, outline, fill and shadow.

To format your image:

1. Click on the image and from the menu select **Format, Picture**.

OR

Right-click in the chart background and select **Format Picture**.

2. Select the desired formatting options.
3. Click the **OK** button to apply the changes.

6.3.4 Annotations

For some of your charts you may want to add additional notes throughout the chart. Using Timeline Maker Professional's Annotation feature, you can insert your notes anywhere on the chart in a resizable text box. This box can be formatted to have an invisible background so that the text appears to be part of the chart background, or can be customized with a shape, outline, fill and shadow.

To insert an annotation:

1. From the menu select **Insert, Annotation**.

OR

Right-click on the chart and select **Insert Annotation**.

2. Enter your note in the Text box, and/or make any other desired changes in the options dialog.
3. Select the **OK** button.

Tip: You can insert today's date in the annotation by entering the text @TODAY in the text field, with no spaces between the @ symbol and text. Any variation will not return a date.

To re-size the annotation:

1. Select the annotation and click on a **black square** located on one of the corners.
2. While holding the left mouse button, drag toward or away from the text box until you

achieve the desired size.

Tip: Annotation text will automatically reposition itself when you adjust the text box size.

To move the annotation:

- Click on the annotation bar. While holding the left mouse button, drag the box to the desired position on the chart.

Tip: If desired, you can even position your annotation to the far left or far right of your chart.

6.3.5 Title

The first time you create your chart you will notice that the title bar reads "Untitled." *Timeline Maker Professional* uses this as a default until you rename your chart. After you give your chart a new title, the title will be saved for the current file unless you decide to change it at a later time. You can also change the font style and alignment of the text, as well as the shape, outline, fill and shadow of the bar.

Tip: You can insert today's date in the title by entering the text @TODAY in the text field, with no spaces between the @ symbol and text. Any variation will not return a date.

To format the title:

- Double-click on the title bar and make the desired changes in the options dialog. When complete click **OK**.
OR
- Right-click on the title bar and select **Format Title**. Make the desired changes in the options dialog, then click **OK**.
OR
- Click on the title bar and select **Format, Title** from the menu. Make the desired changes in the options dialog, then click **OK**.

6.3.6 Footer

By default the program uses the following text as a footer for all charts: "Created with Timeline Maker Professional on [today's date]." You can change this to include any text you wish, or have no text at all. The footer bar can be re-sized and moved to any position along the bottom of the chart. You can also modify the font style, as well as the bar shape, outline, fill and shadow.

To customize the footer:

1. From the menu select **Format, Footer**.
OR
Right-click on the footer bar and select **Format Footer**.
2. Enter the new footer text in the Text box, and/or make any other desired changes in the options dialog.
3. Select the **OK** button.

*Tip: In order for Timeline Maker Professional to supply today's date in the footer it must have the text **@TODAY** in the text field, with no spaces between the @ symbol and text. Any variation will not return a date in the footer.*

To re-size the footer bar:

1. Select the footer bar and click on a **black square** located on one of the corners.
2. While holding the left mouse button, drag toward or away from the footer until you achieve the desired size.

Tip: Footer text will automatically reposition itself when you adjust the footer bar size.

To move the footer bar:

- Click on the footer bar. While holding the left mouse button, drag the footer to the desired position along the bottom of the chart.

Tip: The footer is automatically placed at the bottom of chart, beneath all other chart elements, and can not be moved vertically by clicking and dragging. Instead, if you wish to move the footer up or down you must reposition the other chart elements (i.e. events, legend, etc.).

To delete the footer bar:

1. From the menu select **Format, Footer**.
OR
Right-click on the footer bar and select **Format Footer**.
2. Delete all the footer text in the text box, leaving it blank.
3. Select the **OK** button.

The footer bar will now be deleted.

6.3.7 Background

The chart background can have a one color, two color (gradient) or graphic fill. If graphic fill is selected, choose from the tiles included with the program, or an image from your own collection.

To customize the chart background:

- From the menu select **Format, Background** and make the desired changes in the options dialog. When complete click **OK**.
OR
- Right-click in an empty space on the chart and select **Background**. Make the desired changes in the options dialog, then click **OK**.

*Tip: For best results when using one of the default tiles, select the **Tile** option from the drop down list under **Position**.*

6.3.8 Legend

The legend is used to explain the relationship between category and event color in the chart. It can be re-sized and moved to any position on the chart, or removed all together. Many formatting options are available for the legend, including bookends, font style, bar shape, color and fill, and so on.

To turn the legend on/off:

1. From the menu select **Format, Legend**
OR
Right-click in an empty space on the chart and select **Legend**.
2. Click on **Turn off legend**. A check mark indicates the feature has been disabled.
3. Select the **OK** button.

To re-size the legend:

1. Select the legend and click on a **black square** located on one of the corners.
2. While holding the left mouse button, drag toward or away from the legend until you achieve the desired size.

Tip: Text within the legend will automatically reposition itself when you adjust the legend size.

To move the legend:

- Click on the legend. While holding the left mouse button, drag the legend to the desired position on the chart.

Tip: If desired, you can even position your legend to the left or right of your chart.

To customize the legend:

- From the menu select **Format, Legend** and make the desired changes in the options dialog. When complete click **OK**.
OR
- Right-click in an empty space on the chart and select **Legend**. Make the desired changes in the options dialog, then click **OK**.

*Tip: For best results when filling the bar with one of the default tiles, select the **Tile** option from the drop down list under **Position**.*

6.3.9 Time Scale

The term "time scale" refers to the tick line which runs across the top and bottom of the Bar Chart. The line is scaled chronologically and provides the user with a valuable reference point with which to judge when events in the chart took place. The labels on the time scale will show as much information as space permits, with the smallest increments inside the bar and the largest increments outside the tick line. The program will automatically choose increments for you, or you can adjust them manually using Expand/Compress, or you can manually set a start and end date. You can insert a break in the time scale when there are

large gaps of time between events and you can also modify the font style, as well as the shape, outline, fill and shadow of the bar.

Note: The Start and End time for the Time Scale are automatically determined by the program.

To modify the appearance of the Time Scale:

- From the menu select **Format, Time Scale** and make the desired changes in the options dialog. When complete click **OK**.

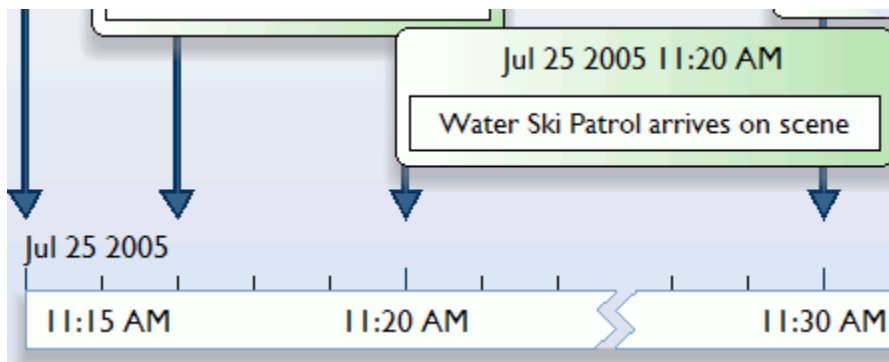
OR

- Right-click on the chart and select **Time Scale**. Make the desired changes in the options dialog, then click **OK**.

To insert a break in the Time Scale:

1. Right-click on an area of the time scale where there is a large space of time between events, or during an event where that spans a long period of time with no other events occurring during the time span. (i.e. more than two tick lengths on the time scale.)
2. Select **Insert Break**.

Your time scale will now show a break in the selected area.



Tip: If you select the time scale then hover your mouse over it, the program will indicate places for possible breaks.

Manually set Start and End Dates:

Through this option you can choose the events you wish to appear on your chart by editing the date range. Events that do not occur within the defined date range will not appear on the chart and will have their checkbox grayed out in the event entry.


1. From the menu select **Time Scale, Date Range**.

OR

Click on the Calendar Icon on the left end of the status bar.

2. Click on **Manual** and set the **To** and **From** dates and times that you wish to display on the chart.
3. Click **OK**.

Please Note: When a Manual Time Scale Date Range is used there will be a "Lock" icon

 *next to the date on the Status Bar.*

6.3.10 Gridlines

When activated, gridlines join the top and bottom time scales, making it easier for you to judge event dates.

To show/hide gridlines:

- Select **Format, Gridlines**.
OR
- Right-click on the chart and select **Gridlines**.

Tip: A check mark indicates gridlines will be included in the chart.

6.3.11 Border

Optionally, you can have a thin black rectangular border surrounding the outside of your chart.

To turn the border on/off:

- Select **Format, Border**.
OR
- Right-click on the chart and select **Border**.

Tip: A check mark indicates a border will be drawn around the chart.

7 Flag Chart

7.1 Overview

In this topic: [Overview](#), [Components](#)

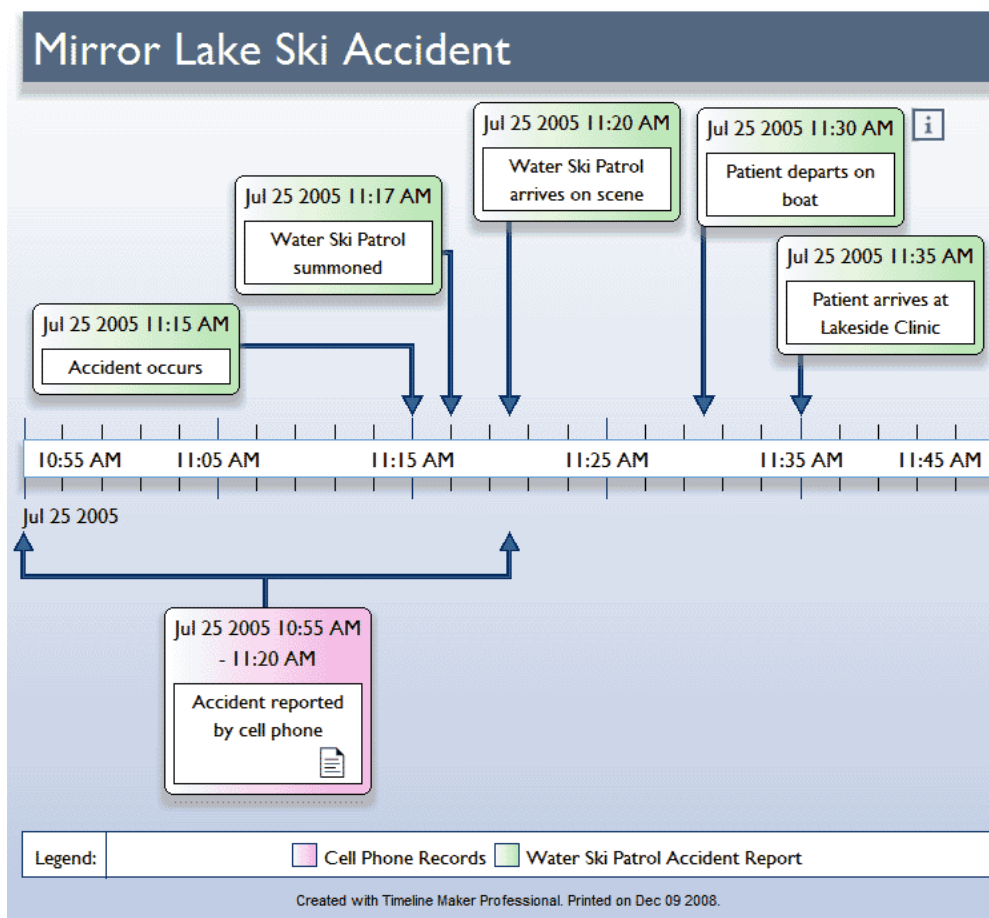
Overview

Like the [Bar Chart](#), the Flag Chart is also a graphical representation of the data in your timeline file. However, rather than assigning each event a bar of varying length, events are placed in boxes connected by arrows to the time scale. This allows you to position the event anywhere on the chart, as you are not restricted by the time the event occurred; just click on the event and drag it to the desired location.

Timeline Maker Professional includes many different customization options for your Flag Chart, including color, gradients, shadow effects, arrow and box styles, graphics and more. For more information on customizing your Flag Chart, see [Flag Chart, Formatting](#).

Components

Click to learn more about each component of the Flag Chart:



7.2 Create a Flag Chart

To Create a Flag Chart:

1. Enter your events in the [Event Entry view](#).
2. Create a Flag Chart by selecting **Chart, New Flag Chart** from the menu, or by clicking the **New Flag Chart** button on the toolbar.

*Tip: Timeline Maker Professional displays thumbnails of each of the charts you create in the [Chart List](#) on the left of your screen. To view a chart, click the **Chart tab**, then select the desired chart from the list.*

7.3 Customizing the Flag Chart

Overview

Timeline Maker Professional makes it possible to customize virtually every element of the Flag Chart to suit your needs and preferences. To access each of the options, select **Format** from the menu and click the component you wish to customize. Or, double-click on the component in your chart to bring up the formatting options dialog.

Depending on the chart component you choose the following options are available in the formatting options dialog:

Content	<ul style="list-style-type: none"> Includes text, font style and alignment. Applies to Event, Annotation, Title, Footer, Legend and Time Scale.
Shape	<ul style="list-style-type: none"> Up to six different shapes (depending on selected chart component) can be applied to each of the bars, etc. A 3D option is available for the square/rectangle shape. Applies to Event, Picture, Annotation, Title, Footer, Connectors, Legend and Time Scale.
Outline	<ul style="list-style-type: none"> Change the shape outline style (6 different line styles available), color and line thickness. Applies to Event, Picture, Annotation, Title, Footer, Connectors, Legend and Time Scale.
Fill	<ul style="list-style-type: none"> Fill with one solid color, gradient (two colors), a graphic (including a watermark option), or transparent (same color as the page it is on), depending on the selected chart component. Applies to Event, Picture, Annotation, Title, Footer, Background, Legend and Time Scale.
Shadow	<ul style="list-style-type: none"> Apply one of nine different shadow affects. Applies to Event, Picture, Annotation, Title, Footer, Legend and Time Scale.

For in depth instructions on customizing (Format) the individual chart components, please select from the following:

- [Expand/Compress](#)
- [Events](#)
- [Pictures](#)
- [Annotations](#)
- [Title](#)
- [Footer](#)
- [Background](#)
- [Connectors](#)
- [Legend](#)
- [Time Scale](#)

Tip: You can also customize your charts using [Themes](#) and the [Style Selector](#).

7.3.1 Expand/Compress

You can increase or decrease the [Time Scale](#) on your chart by using the Expand/Compress feature. The smaller the time increments you choose, the more horizontal space your chart will require. Using Expand/Compress has the effect of making your chart wider or narrower.

To expand or compress the chart:

- From the menu bar select **Format, Expand Time Scale** or **Compress Time Scale**. Repeat until you reach the desired increment.

OR

- Select the **Expand Time Scale** or **Compress Time Scale** button from the Standard

Toolbar.   Repeat as necessary.

OR

- Select the Time Scale and use the arrow keys on your keyboard. **Right Arrow** expands, **Left Arrow** compresses.

Tip: Each time you expand, your chart will enlarge horizontally by a quarter page. Each compression will reduce your chart horizontally by a quarter page. To enlarge or compress by an eighth of a page, hold down the shift key as you use any of the above methods.

*Note: Timeline Maker Professional uses blue dashed lines to depict page breaks so that you can easily see how large your charts are. By default the page orientation is in **Landscape** mode. You can modify the page orientation by selecting **File, Page Setup** and selecting **Portrait** under Orientation.*

7.3.2 Events

In this topic: [Position](#), [Appearance](#), [Adding Events](#), [Events to Include](#)

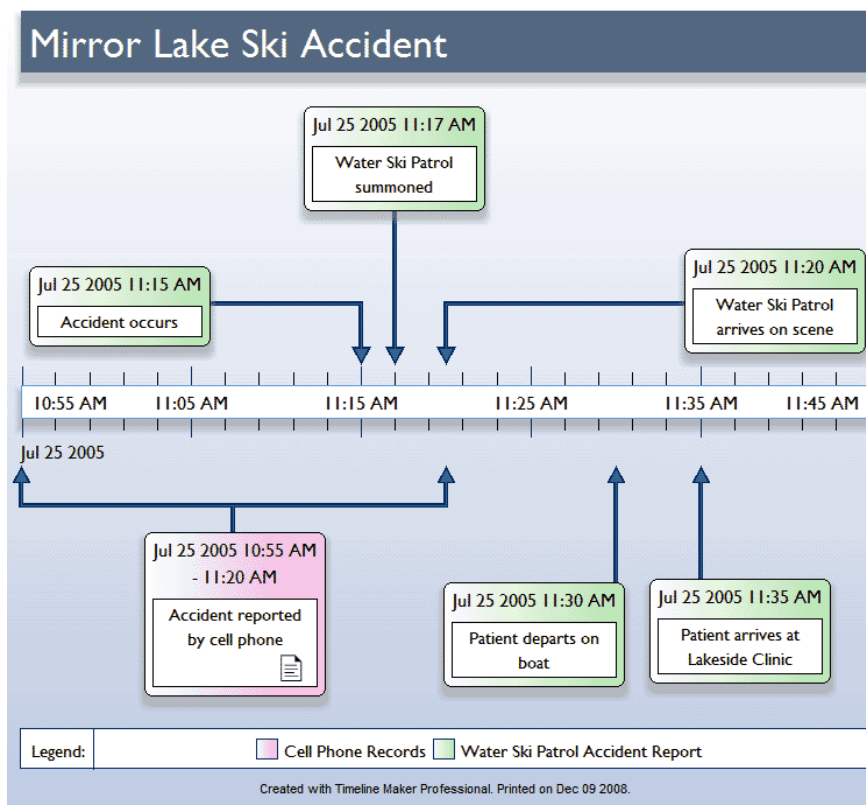
Event Position

By default, *Timeline Maker Professional* will automatically center the [time scale](#) in the vertical middle of the first page. Events are then placed on the chart above the date/time they occurred on the time scale. If there is no room above the time scale, or if an event flag will collide with other events, the event will be placed below the time scale, under the date/time it occurred.

Because events in the Flag Chart are placed in boxes connected by arrows to the time scale, and not in bars, you can position the event anywhere on the chart, without the horizontal restriction found in the Bar Chart.

To move events on the chart:

1. Select the event(s) you wish to move.
2. Drag the events to the desired position on the chart.



*Tip: If after making changes to the chart you wish to return to the default layout, you can do so by selecting **Format, Auto-Arrange Events**.*

Event Appearance

Timeline Maker Professional provides many different options for customizing the appearance of your events. Modify the content, font style, as well as the bar shape, outline, fill (including nine different styles of a two color gradient) and shadow.

*Note: Unlike the Bar Chart, Flag Chart events are separated into two parts: the **Event Head**, which typically contains the date and time of the event, and the **Event Body**, which can include other event information.*

To format events:

1. Select the event(s) you want to customize.
2. From the menu select **Format, Event**.
- OR**
- Right-click on the selected event(s) and click on **Format Event**.
3. Make the desired changes in the options dialog.
4. Select the **OK** button.

Adding Events

In most cases you will want to add events using the [Event Entry view](#). However, *Timeline Maker Professional* also makes it possible for you add new events in the chart view.

To add an event:

- From the menu select **Insert, Event** and fill in the event information. Click the **Add** button to add the event.

OR

- Right-click on the chart and select **Insert Event**, then fill in the event information. Click the **Add** button to add the event.

Tip: To add place, notes, source or to assign a category, you must switch to the Event Entry view.

Events to Include

Timeline Maker Professional gives you the option to specify which events you wish to include in your charts. This is especially helpful when you have a large file or if you only want to highlight specific events in your report.

To exclude events:

1. Select the event(s) in the chart.
2. Right-click on the event(s) and select the **Hide** button

OR

1. In the Event Entry view, select the desired event(s).
2. From the menu bar click **Format, Hide Event**. The check mark next to each event will be removed, indicating they will not be included.

Tip: To include an event in the chart, select the chart in the Chart List then select the event in the Event Entry view and choose Format, Show Event from the menu, or click in the checkbox to add a check mark. This will only apply to the selected chart.



You can use the Search/Select feature to select groups of events according to their date and text. For more information on using this feature, please see [Search/Select](#).

*Tip: When creating a new chart, if a chart with hidden events is selected in the chart list, you will be asked whether you wish to include all events or only those checked/included in current chart. To turn this message off select **Remember my answer**. You can also modify the default choice in the [Tools, Options](#) dialog.*

7.3.3 Pictures

Timeline Maker Professional makes it easy for you to enrich your charts with images. Choose from the program's clip art, or add your own images.

To add clip art to the chart:

1. From the menu, select **Insert, Picture**.

OR

Right-click in the chart background and select **Insert Picture**.

2. Select the **Clip Art** option.
3. If you have any MS Office or MS Works program installed, *Timeline Maker Professional* will automatically open the Microsoft Clip Organizer when **Insert Picture, Clip Art** is selected. To insert a picture from the Organizer, click and drag it on to your chart.

OR

If you do not have MS Office or MS Works, selecting **Clip Art** will automatically open *Timeline Maker Professional's* built in clip art library. Browse to the desired image and click **Open**.

To add your own image to the chart:

1. From the menu, select **Insert, Picture**.

OR

Right-click in the chart background and select **Insert Picture**.

2. Select **From File** to choose another image.
3. Browse to the desired image and click **Open**.

Tip: Timeline Maker Professional supports the following image file formats: BMP, JPG, PNG and GIF.

Once the image is opened you can position it anywhere on the chart by holding down the left mouse button and dragging it to the desired position. You can also shrink or enlarge the image by clicking on one of the corner squares and dragging toward or away from the image until you achieve the desired size.

There are a number of formatting options available for the images you insert into your charts, including shape, outline, fill and shadow.

Tip: If desired, you can even position your image to the far left or far right of your chart.

To format your image:

1. Click on the image and from the menu select **Format, Picture**.

OR

Right-click in the chart background and select **Format Picture**.

2. Select the desired formatting options.
3. Click the **OK** button to apply the changes.

7.3.4 Annotations

For some of your charts you may want to add additional notes throughout the chart. Using *Timeline Maker Professional's* Annotation feature, you can insert your notes anywhere on the chart in a resizable text box. This box can be formatted to have an invisible background so that the text appears to be part of the chart background, or can be customized with a shape, outline, fill and shadow.

To insert an annotation:

1. From the menu select **Insert, Annotation**.

OR

Right-click on the chart and select **Insert Annotation**.

2. Enter your note in the Text box, and/or make any other desired changes in the options dialog.
3. Select the **OK** button.

Tip: You can insert today's date in the annotation by entering the text @TODAY in the text field, with no spaces between the @ symbol and text. Any variation will not return a date.

To re-size the annotation:

1. Select the annotation and click on a **black square** located on one of the corners.
2. While holding the left mouse button, drag toward or away from the text box until you achieve the desired size.

Tip: Annotation text will automatically reposition itself when you adjust the text box size.

To move the annotation:

- Click on the annotation bar. While holding the left mouse button, drag the box to the desired position on the chart.

Tip: If desired, you can even position your annotation to the far left or far right of your chart.

7.3.5 Title

The first time you create your chart you will notice that the title bar reads "Untitled." *Timeline Maker Professional* uses this as a default until you rename your chart. After you give your chart a new title, the title will be saved for the current file unless you decide to change it at a later time. You can also change the font style and alignment of the text, as well as the shape, outline, fill and shadow of the bar.

Tip: You can insert today's date in the title by entering the text @TODAY in the text field, with no spaces between the @ symbol and text. Any variation will not return a date.

To format the title:

- Double-click on the title bar and make the desired changes in the options dialog. When complete click **OK**.

OR

- Right-click on the title bar and select **Format Title**. Make the desired changes in the options dialog, then click **OK**.

OR

- Click on the title bar and select **Format, Title** from the menu. Make the desired changes in the options dialog, then click **OK**.

*Tip: For best results when filling the bar with one of the default tiles, select the **Tile** option from the drop down list under **Position**.*

7.3.6 Footer

By default the program uses the following text as a footer for all charts: "Created with Timeline Maker Professional on [today's date]." You can change this to include any text you wish, or have no text at all. The footer bar can be re-sized and moved to any position along the bottom of the chart. You can also modify the font style, as well as the bar shape, outline, fill and shadow.

To customize the footer:

1. From the menu select **Format, Footer**.
OR
Right-click on the footer bar and select **Format Footer**.
2. Enter the new footer text in the Text box, and/or make any other desired changes in the options dialog.
3. Select the **OK** button.

Tip: In order for Timeline Maker Professional to supply today's date in the footer it must have the text @TODAY in the text field, with no spaces between the @ symbol and text. Any variation will not return a date in the footer.

To re-size the footer bar:

1. Select the footer bar and click on a **black square** located on one of the corners.
2. While holding the left mouse button, drag toward or away from the legend until you achieve the desired size.

Tip: Footer text will automatically reposition itself when you adjust the footer bar size.

To move the footer bar:

- Click on the footer bar. While holding the left mouse button, drag the footer to the desired position horizontally along the bottom of the chart.

Tip: The footer is automatically placed at the bottom of chart, beneath all other chart elements, and can not be moved vertically by clicking and dragging. Instead, if you wish to move the footer up or down you must reposition the other chart elements (i.e. events, legend, etc.).

To delete the footer bar:

1. From the menu select **Format, Footer**.
OR
Right-click on the footer bar and select **Format Footer**.
2. Delete all the footer text in the text box, leaving it blank.
3. Select the **OK** button.

The footer bar will now be deleted.

7.3.7 Background

The chart background can have a one color, two color (gradient) or graphic fill. If graphic fill

is selected, choose from the tiles included with the program, or an image from your own collection.

To customize the chart background:

- From the menu select **Format, Background** and make the desired changes in the options dialog. When complete click **OK**.
OR
- Right-click in an empty space on the chart and select **Background**. Make the desired changes in the options dialog, then click **OK**.

*Tip: For best results when using one of the default tiles, select the **Tile** option from the drop down list under **Position**.*

7.3.8 Connectors

The term "connectors" refers to the arrows which connect the events to their assigned date on the time scale. *Timeline Maker Professional* provides six different connector shapes to choose from. Users can also modify the outline color, style and thickness.

Note: Timeline Maker Professional does not allow individual connectors to be modified. Instead, all connectors on the flag chart are modified when a change is applied.

To customize the connectors:

1. From the menu select **Format, Connectors**.
OR
Right-click on the chart and select **Connectors**.
2. Make desired changes in the options dialog.
3. Select the **OK** button.

7.3.9 Legend

The legend is used to explain the relationship between category and event color in the chart. It can be re-sized and moved to any position on the chart, or removed all together. Many formatting options are available for the legend, including bookends, font style, bar shape, color and fill, and so on.

To turn the legend on/off:

1. From the menu select **Format, Legend**.
OR
Right-click in an empty space on the chart and select **Legend**.
2. Click on **Turn off legend**. A check mark indicates the feature has been disabled.
3. Select the **OK** button.

To re-size the legend:

1. Select the legend and click on a **black square** located on one of the corners.
2. While holding the left mouse button, drag toward or away from the legend until you achieve the desired size.

Tip: Text within the legend will automatically reposition itself when you adjust the legend size.

To move the legend:

- Click on the legend. While holding the left mouse button, drag the legend to the desired position on the chart.

Tip: If desired, you can even position your legend to the left or right of your chart.

To customize the legend:

- From the menu select **Format, Legend** and make the desired changes in the options dialog. When complete click **OK**.

OR

- Right-click in an empty space on the chart and select **Legend**. Make the desired changes in the options dialog, then click **OK**.

*Tip: For best results when filling the bar with one of the default tiles, select the **Tile** option from the drop down list under **Position**.*

7.3.10 Time Scale

The term "time scale" refers to the tick line which runs across the Flag Chart. The line is scaled chronologically and provides the user with a valuable reference point with which to judge when events in the chart took place. The labels on the time scale will show as much information as space permits, with the smallest increments inside the bar and the largest increments under the tick line. The program will automatically choose start and end points for you, or you can adjust them manually using Expand/Compress. You can also insert a break in the time scale when there are large gaps of time between events. The font style, as well as the shape, outline, fill and shadow of the bar can be modified as well.

Note: The Start and End time for the Time Scale are automatically determined by the program.

To modify the appearance of the Time Scale:

- From the menu select **Format, Time Scale** and make the desired changes in the options dialog. When complete click **OK**.

OR

- Right-click on the chart and select **Time Scale**. Make the desired changes in the options dialog, then click **OK**.

*Tip: For best results when filling the bar with one of the default tiles, select the **Tile** option from the drop down list under **Position**.*

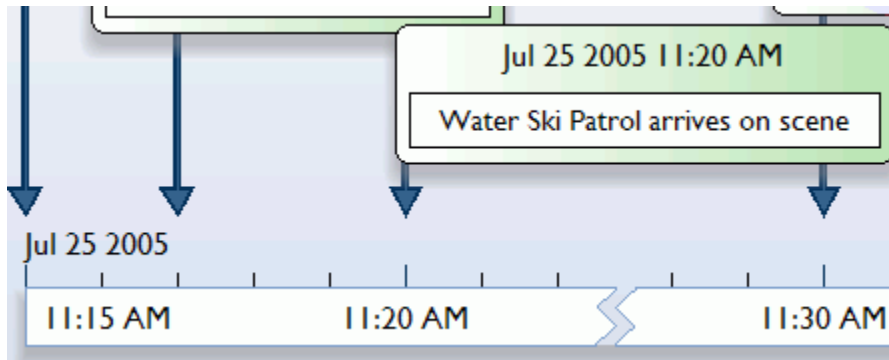
To insert a break in the Time Scale:

1. Right-click on an area of the time scale where there is a large space of time between events, or during an event where that spans a long period of time with no other events occurring during the time span. (i.e. more than two major ticks on the time scale.)

Tip: If you select the time scale then hover your mouse over it, the program will indicate places for possible breaks.

2. Select **Insert Break**.

Your time scale will now show a break in the selected area.



Tip: You can move the time scale vertically on the chart by clicking on it and dragging to the desired position.

8 Themes & Styles

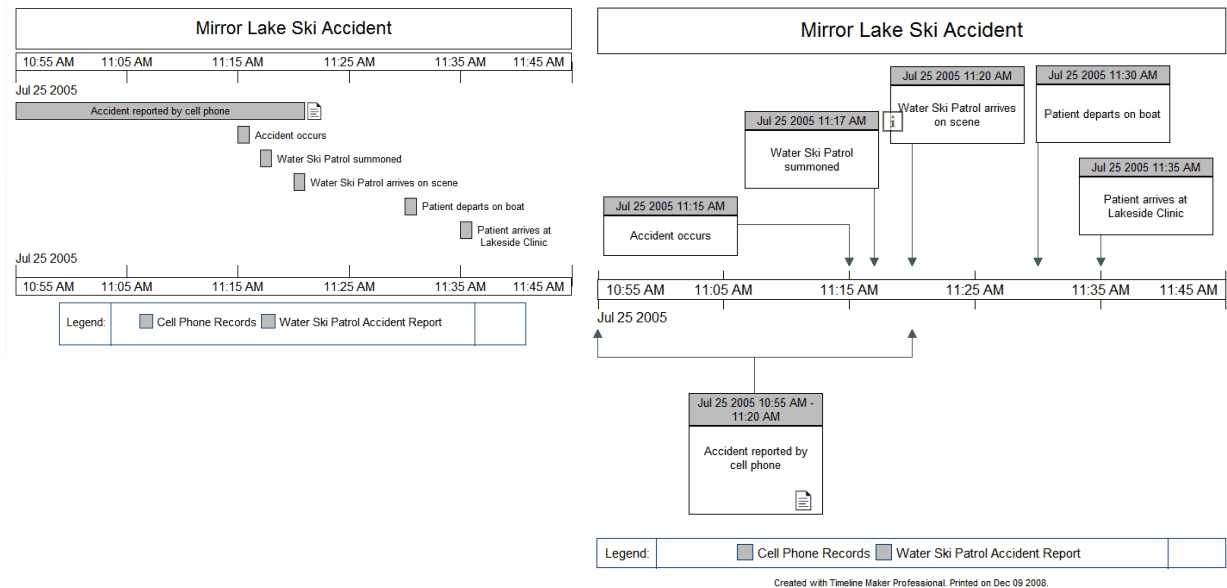
8.1 Themes

In this topic: [Overview](#), [Apply](#), [Import](#), [Save](#), [Delete](#)

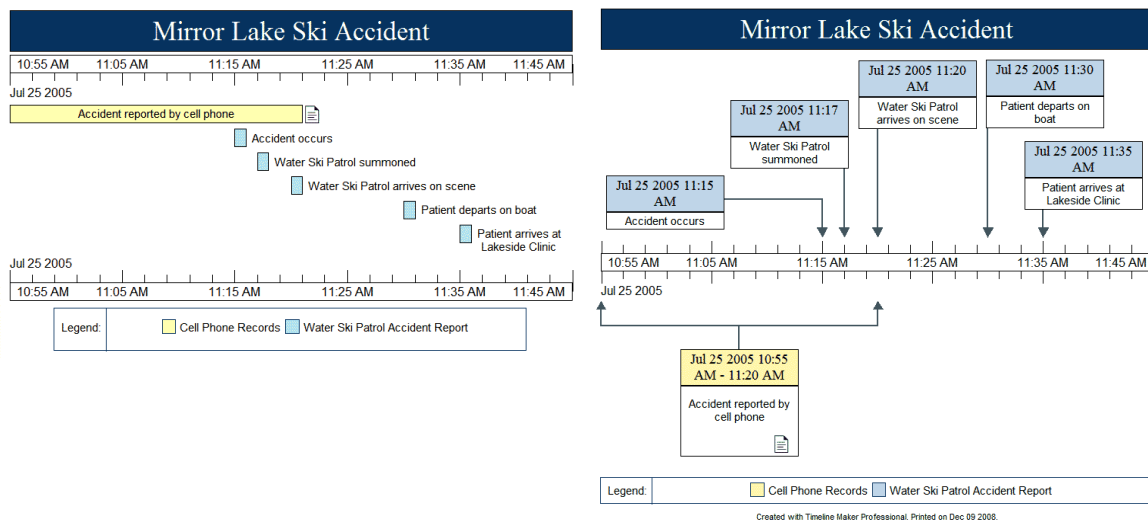
Overview

Timeline Maker Professional includes several, professionally designed themes that will instantly transform your chart into a unique presentation. These themes are:

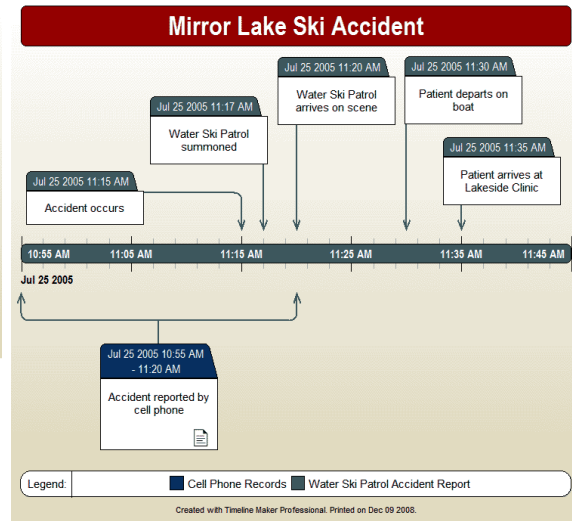
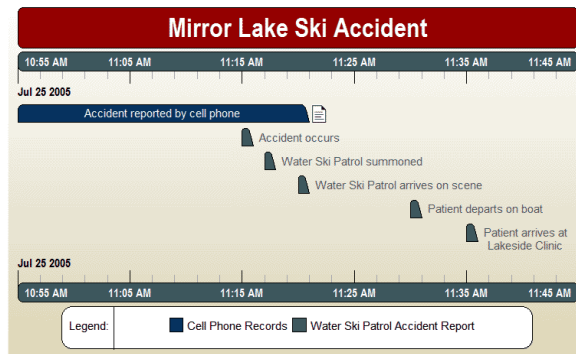
Blank



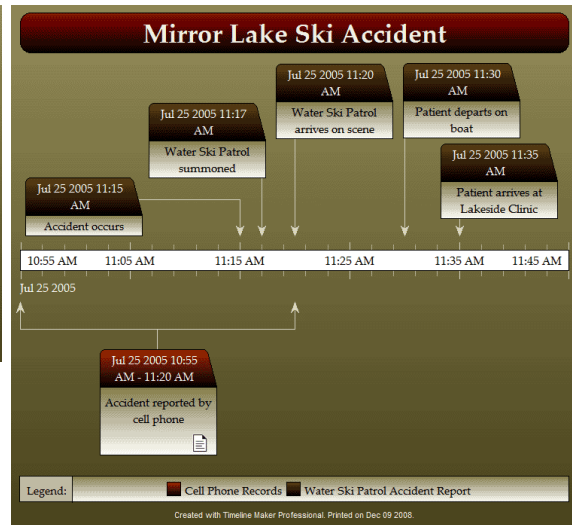
Clean and Simple



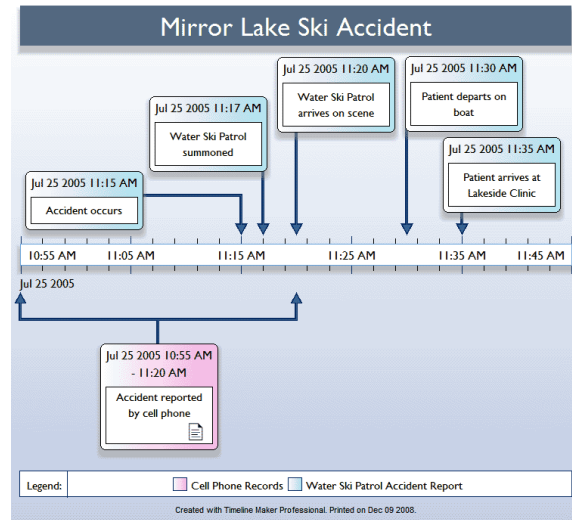
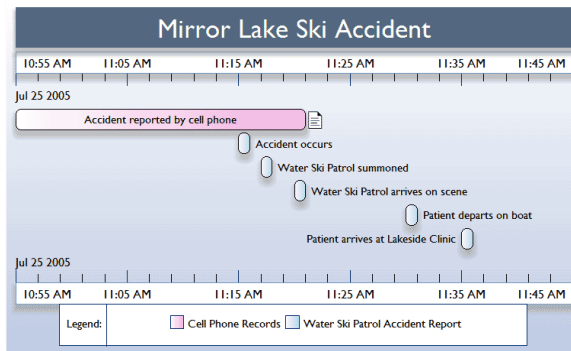
Corporate Contemporary



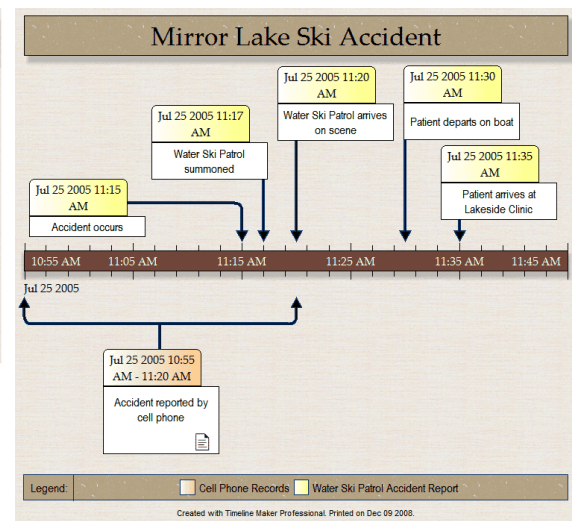
Earth and Natural



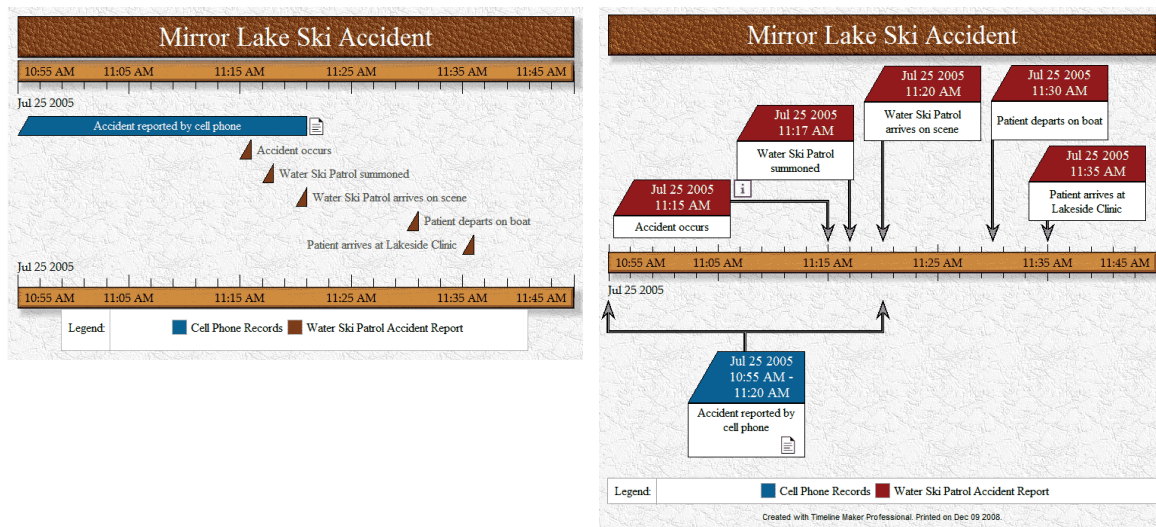
Light and Cool (Default theme)



Warm and Neutral



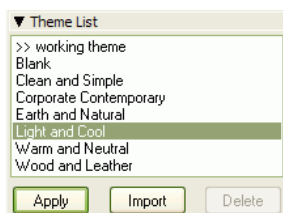
Wood & Leather



Tip: By default, all new charts are created using the [Light & Cool](#) theme. You can change your default theme preference in the [Tools, Options](#) dialog.

You can also import themes created by others or create and save your own customized themes.

To apply a theme to a chart:



1. Create a chart or select a previously created chart from the [Chart List](#).
2. Click on one of the themes in the Theme List.
3. Select the **Apply** button.

All of the elements of your chart will now be modified with the [default styles](#) of the theme.

To import a theme into Timeline Maker Professional:

1. Create a chart or select a previously created chart from the [Chart List](#).
2. Select the **Import** button.
3. Browse to and select the desired theme file (*.thm)
4. Click the **Open** button.

To save a customized theme:

1. Create a chart or select a previously created chart from the [Chart List](#).
2. Select **>>working theme** in the Theme List.
3. Make changes directly to your chart.

OR

In the [Style Selector](#) box, click on the **tab** for the element you wish to change. (i.e. Event, Picture, Annotation, etc.) Then, right-click on the element and select **Edit Style**. In the options dialog, make the desired changes, then click **OK**. The Style Selector,

as well as your chart, will automatically be updated with your changes.

4. Click the **Save** button under the Theme List.
5. Give your theme a name and click **OK**.

Your theme will now appear in the Theme List for use in subsequent charts.

*Tip: When you save a theme it is saved as a *.thm file and is stored in the Themes folder under My Timelines.*

To delete a custom theme:

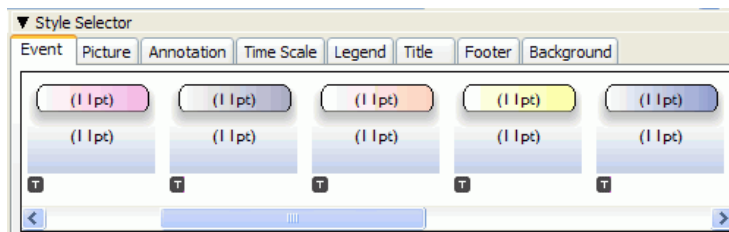
1. Select the desired custom theme in the Theme List.
2. Click the **Delete** button under the Theme List.
3. Select the **Yes** button to confirm the deletion.

Tip: The program will not allow you to delete the predefined themes included with Timeline Maker Professional. Only the custom themes created and saved by you can be deleted.

8.2 Style Selector

In this topic: Styles - [Apply](#), [Modify](#), [Delete](#), [Change Default](#)

Located at the bottom right hand side of your screen, the Style Selector displays a sample of every element of the selected [theme](#). If the working theme is selected in the Theme List, the Style Selector shows a sample of every style currently in use in the chart, as well as available theme options for the theme which has already been applied.



Tip: A "T" under a sample style indicates that it belongs to a saved theme.

To apply a style:

1. Select a [theme](#) from the Theme List.
2. Click on the desired style in the Style Selector.
3. While holding down the left mouse button, drag the style on top of the corresponding chart element.

OR

1. Select the desired element(s) in the chart.
2. Right-click on the desired style in the Style Selector.
3. Select **Apply to Selected**.

*Tip: You can also apply styles to entire event categories by right clicking on the desired style in the Style Selector and selecting **Apply to Category**, followed by the category name.*

To modify a style:

1. Select **>>working theme** from the Theme List.
2. In the Style Selector box, right-click on the element you wish to change and select **Edit Style**.
3. In the options dialog, make the desired changes, then click **OK**.

The Style Selector, as well as your chart, will automatically be updated with your changes.

Note: Only styles in the working theme can be changed. Styles in saved [themes](#) are locked and can not be modified.

To delete a style:

1. Select **>>working theme** from the Theme List.
2. In the Style Selector box, right-click on the desired style.
3. From the menu, select **Delete Style**.

This will delete the style and revert any chart elements using this style back to the default style.

Note: Only styles in the working theme can be deleted. Styles in saved [themes](#) are locked and can not be removed.

To change the default style:

1. Select >>**working theme** from the Theme List.
2. In the Style Selector box, right-click on the desired style.
3. From the menu, select Make Default Style.

Note: The default style option only applies to Picture and Annotation chart elements.

This will make the selected style the default style for that chart element. Any annotations or pictures added to the chart will be displayed in the newly selected default style.

8.3 Colors

In this topic: [Theme Colors](#), [Custom Colors](#), [Reset](#)

Getting your colors just right is easy with *Timeline Maker Professional's* unique Colors dialog box. Whenever you choose to change the color of a chart element (see also Formatting under [Bar Chart](#) or [Flag Chart](#)) the following Colors dialog box will appear:



Theme Colors

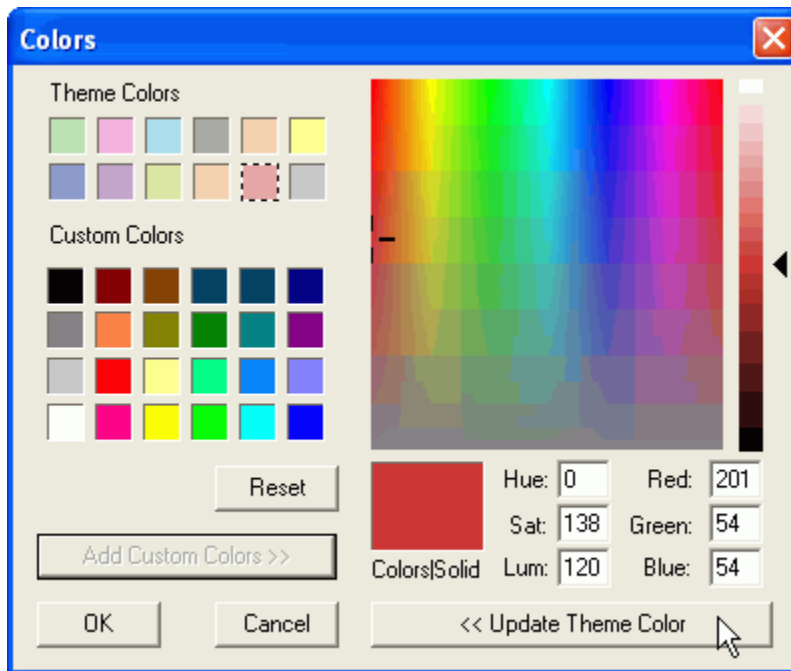
Anytime you apply or save a new [theme](#) the twelve Theme Colors in the Colors dialog are updated to reflect what is currently in use on your chart. This means that you can select a color that will match the rest of your chart.

To apply a theme color:

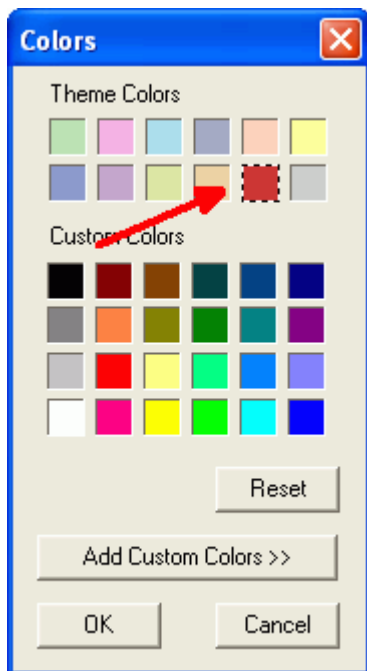
1. Click on the desired theme color.
2. Select the **OK** button.

To modify a theme color:

1. Select the theme color you wish to modify.
2. Click the **Add Custom Colors** button.
3. Make desired changes to the color using the Hue, Saturation, Luminescence values, the Red, Green, Blue values, the luminescence slide bar, or the color palette square.
4. Click the **Update Theme Color** button.



The selected theme color will be updated with your new custom color.



Tip: Theme colors are replaced when a new theme is applied to the chart. If you plan on changing themes but do not wish to lose the new theme color, consider [saving the theme](#) or using it as one of the [Custom Colors](#).

Custom Colors

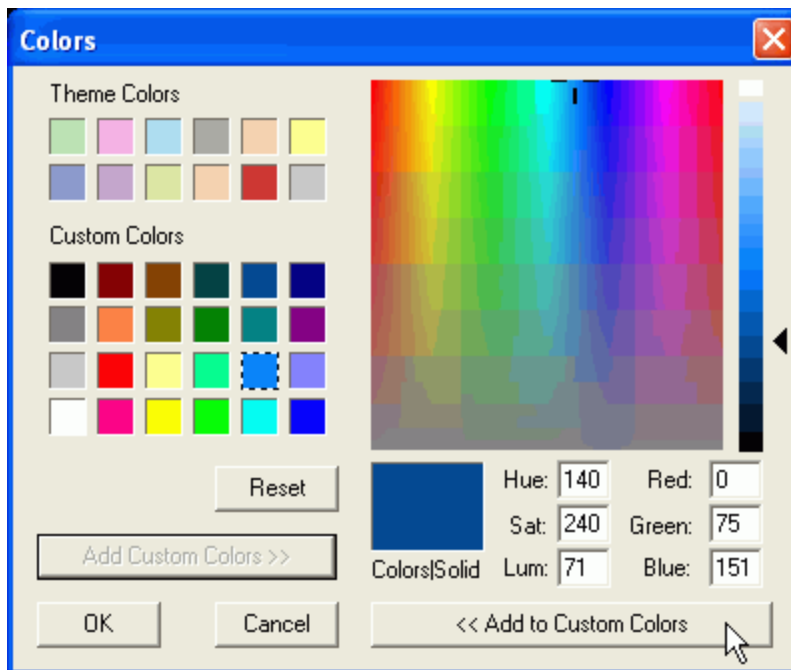
The twenty-four Custom Color samples can be used as is, or can be replaced with colors of your choice.

To apply a custom color:

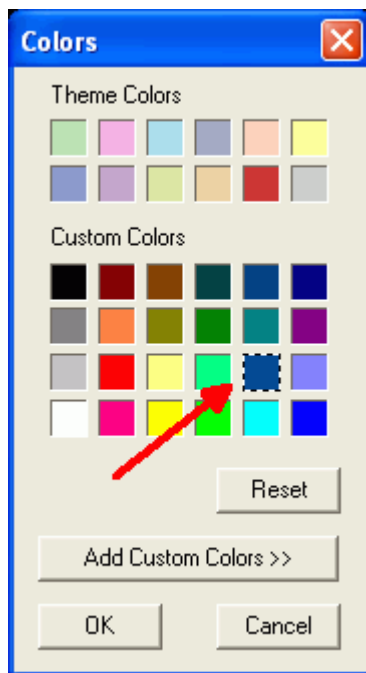
1. Click on the desired custom color.
2. Select the **OK** button.

To modify a custom color:

1. Click **More Colors**.
2. Select the custom color you wish to modify.
3. Make desired changes to the color using the Hue, Saturation, Luminescence values, the Red, Green, Blue values, the luminescence slide bar, or the color palette square.
4. Click the **Add to Custom Colors** button.
5. Click **OK**.



The selected custom color will be updated with your new custom color.



Reset

If you decide you'd like to return to the default Theme Colors for the theme currently in use, or the default Custom Colors you can do so by selecting the **Reset** button. The following dialog will appear:



Choose to reset the **Theme Colors**, **Custom Colors** or **Both**, then click **OK**.

9 Presenting Your Timeline

9.1 Creating a Presentation

In this topic: [Chart Sequence](#), [Presentation Options](#)

Timeline Maker Professional makes it easy for you to create your own presentation with your charts. No other software is required to create and view a presentation, however if you prefer you can import your timeline charts and presentations directly into PowerPoint. For more details see [Power Point How to](#).

Setting Up Your Presentation

Each time you create a new bar or flag chart it is saved in your **Chart List**. *Timeline Maker Professional* uses the charts in this list to create your presentations. Conveniently, chart order, as well as presentation settings such as chart justification, highlight effects and so on, are all set within the chart list.

Chart Sequence

The order of the charts in the Chart List is the sequence which they will be shown in the presentation.

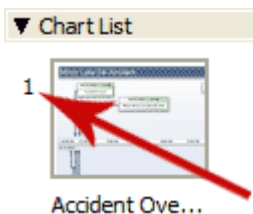
To rearrange your charts:

- Click on a chart and drag it to the desired position.
- Repeat as necessary.

To remove a chart from the presentation:

- Right-click on the chart and select **Show in Presentation**.
A check mark indicates the chart will be included.

*Note: This simply excludes the chart from the presentation. It does not delete the chart from the list. To delete a chart right-click on it in the Chart List and select **Delete**.*



Tip: If the chart is assigned a sequence number in the Chart List, this indicates that it has been included in the presentation.

To duplicate a chart in the presentation:

- Right-click on the chart and select **Duplicate**.

Presentation Options

Several options are available for customizing the way your chart is displayed in the presentation. These include:

Fit Height: Scales the chart so that the chart height fills the window.

Step Through: Displays an empty chart so that you can display the events one at a time

- **Order (by Time, by Category):** Enables the user to choose between presenting the events in the order they occurred or by category.
- **Justify (Right, Center):** Used for positioning of chart when the active event would otherwise be off screen. *Center* shows the active event in the horizontal center of the chart. *Right* positions the chart so that active event is on the right hand side of the screen.
- **Highlight (None, Glow, Fade):** *Fade* lightens events not in focus so that the active event is prominent, while *Glow* highlights the active event with a yellow outline. *None* displays the event without any added effects.

To access the Presentation Options options:

- Right-click on the chart and select **Presentation Options**.


OR

- Click on **Chart** in the menu bar and select **Presentation Options**.
- Select the desired option.

A check mark indicates the option has been activated for the chart.

Tip: This will only affect the selected chart. If you wish to modify transition settings for other charts you must repeat the process for each chart.

9.2 Viewing Presentations

Once you've got your presentation set up you can view it by selecting **Chart, Presentation** from the menu or by clicking the **View Presentation** icon on the toolbar. 

This will open your presentation in a slide show mode. You can navigate through the presentation using your **Arrow keys** on your keyboard. To return to *Timeline Maker Professional*, press the **Esc key**. Alternatively, a handy toolbar is included to facilitate navigation:



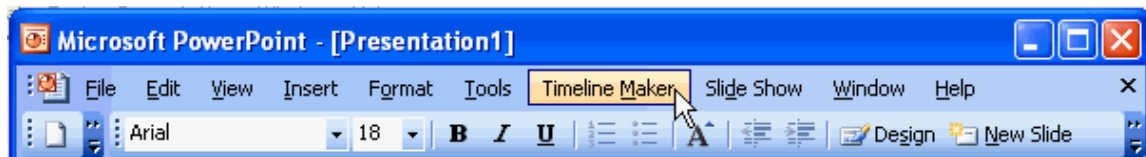
Click the buttons on the above image to learn how each of them work.

*Note: The toolbar is located in the bottom center of your chart, but by default is set to **Auto Hide**. To access the toolbar slide your mouse to the bottom center of your chart.*

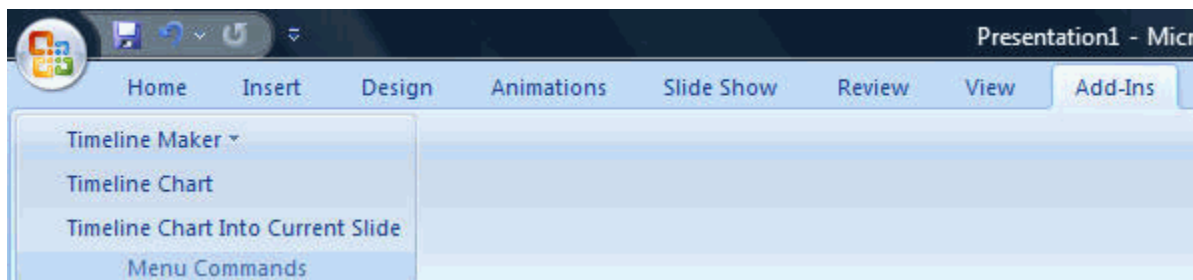
9.3 PowerPoint How to

Timeline Maker Professional makes it easy to insert your timeline charts into a PowerPoint® presentation.

When you install *Timeline Maker Professional* a new menu item, called **Timeline Maker**, will automatically appear on your PowerPoint menu. Using this menu you can quickly and easily add your timelines to your PowerPoint presentations.



With PowerPoint 2007, Timeline Maker will appear under Add-Ins found on the menu bar.



To insert a timeline chart in PowerPoint:

1. From the PowerPoint menu select **Timeline Maker, Insert Timeline**

OR

From the PowerPoint menu select **Insert, Timeline Chart**

2. Browse to and select a [previously created Timeline File \(*.tlmp\)](#)
3. Click on **Presentation** to include your entire presentation, OR select **Charts**, click the down arrow and choose from the list of saved timeline charts.

A PowerPoint slide will be created for each chart in the presentation and inserted after the slide that is currently selected in the PowerPoint slide list.

*Note: If the **Timeline Maker** menu option is not available in your PowerPoint program, please [click here](#).*

Active Charts

When you run your PowerPoint slide show, the same [screen controls \(toolbar\)](#) will be available as in the *Timeline Maker Professional* presentation mode, minus the Go To Chart, Restart Show and End Show options. The options available for each chart will depend on the [presentation options](#) you specified for that chart in *Timeline Maker Professional*.

Having active timeline charts in a PowerPoint slide show, means that you can:

- step through your timeline chart one event at a time (left/right arrow)
- zoom in/out
- scroll large charts
- pan by clicking and dragging anywhere on the chart

*Note: When a chart is updated in Timeline Maker Professional, PowerPoint will automatically update the chart in your PowerPoint slide show. If you delete an entire chart from the *.tlmp file, you will get an error message in PowerPoint and an empty slide will be created for the missing chart.*



Note on presenting your slide show:

In order for the [presentation options](#), (i.e. step through, etc.) to work in your PowerPoint slide show, *Timeline Maker Professional* or *Timeline Maker Viewer* must be installed on the computer doing the presentation. The timeline file must also be present. Otherwise, the chart slides will appear as static images. Linked files must also be present, along with the compatible viewer.

Tip: If you are transferring your files to another computer for the PowerPoint presentation, the easiest way to transfer the timeline file and all its linked files, is to open a TLMZ file created especially for this purpose.



The TLMZ files are created using Timeline Maker Professional's Package for Sharing option. Otherwise, manually place all the files (.tlmp, *.ppt, images, and linked files) together in the same location (i.e. My Documents, My Timelines), or the program will not know where to find them. Look for the file icon with the big black Z with the Timeline Maker Professional file icon.*

PowerPoint is a registered trademark of Microsoft Corporation.

10 Printing Timelines

10.1 Overview

Timeline Maker Professional makes it easy to print your [Chronology](#), [Bar Chart](#) and [Flag Chart](#) timelines.

To print a timeline:

1. Select the desired chart from the [Chart List](#), then click the **Chart tab**.
OR
If printing a Chronology, select the desired chart from the [Chart List](#), then click the **Chronology** tab.
2. If you wish to preview the chart, select [Print Preview](#) under **File** on the menu bar. The chart can then be printed by selecting the **Print** button.
OR
If you wish to proceed without previewing, click the **Print** button on the Standard Toolbar, *OR* select **Print** under **File** on the menu bar.

Tip: Print Preview is not available for the Chronology report.

10.2 Print Preview

In this topic: [Preview](#), [Print](#), [Page Size](#), [Margins](#), [Center](#), [Paper Orientation](#), [Fit to Page](#), [Chart Size](#), [Exit](#)

Print Preview makes it quick and easy to get your charts just right before printing. The chart display shows exactly how the chart will be positioned on the printed page. If you decide you want to modify how the chart is positioned you can do it without having to leave Preview!

You can choose from many options, including fit to one page, center the image on the page, switch from portrait to landscape paper orientation, and select a new page size. You can even scale your chart up or down to print on as many pages as you like (up to 20x20 feet). Once you're finished making adjustments, simply click on **Print**.

Note: Print Preview is not available for the Chronology Report.

Tip: Multi-page charts include crop and alignment marks for easy assembly.

To preview a chart:

1. Switch to the Chart view by clicking on the appropriate **view** tab or selecting **View, Chart**.
2. From the menu select **File, Print Preview**
OR
Click the **Print Preview** button on the Standard Toolbar.

To print directly from Print Preview:

1. Select the **Print** button
2. The Print dialog will appear. Click **OK** to print to the default system printer.

*Note: To print to a printer other than your system default, from the Preview screen select the **Print Setup** button, then select the **Printer** you wish to use from the drop down list.*

To modify the page size:

1. Select the **Page Setup** button.
2. The Page Setup dialog will appear. Select the desired page size from the drop down list and click **OK**.

To change the page margins:

1. Select the **Page Setup** button.
2. The Page Setup dialog will appear. Enter the desired page margin size (left, right, top and/or bottom) and click **OK**.

To center image on page(s):

From the toolbar, select the box next to **Center**. A check mark indicates the image will be centered on the page(s).

To switch paper orientation:

1. From the toolbar, select the **Portrait** or **Landscape** button.

OR

1. Select the **Page Setup** button.

2. The Page Setup dialog will appear. Under Orientation, select **Portrait** or **Landscape**.

To fit to one page:

- Click the **Fit to One Page** button.

To expand or reduce chart size:

1. Select the **gray square** located on the bottom left hand corner of your chart.
2. While holding the left mouse button, drag toward or away from the image until you achieve the desired size.

To exit preview:

- Click the **Close** button. You will be returned to your chart view.



Note: *On occasion, certain images may appear distorted in the Print Preview screen, however they will still print correctly.*

11 Sharing Timelines

11.1 Package for Sharing

Package for Sharing is a feature that makes it possible to easily share your timeline files with another computer or with another person. It packages up the timeline file along with **all** attachments, such as images and linked documents, and places them in one compressed, or zipped file. This would then create a packaged file with a **.tlmz** extension.

The recipient will then have everything they need to open and work with the timeline file. This is especially useful if someone has put their timeline file on another computer, such as a laptop, for a presentation. This packaging feature ensures that they will have everything they need.

Preparing package for sharing:

1. Click on **File** in the menu bar and select **Package for Sharing**.
2. The **Package File for Sharing** dialog box will then appear. Select a file name. **Note:** You may wish to use your original timeline file name.
3. Click **Save**.

You should then see a message confirming that packing has successfully been completed.

Opening a .tlmz file:

1. Open the .tlmz file by selecting **File, Open**.
2. You will then be asked to choose a destination folder.
3. This destination folder will contain your Timeline Maker file as well as all attachments.

11.2 Send To

Timeline Maker Professional's **Send To** feature makes it easy to email your charts or view them in PDF format.

To Email a Bar or Flag Chart:

1. Switch to the chart view by selecting the chart in the Chart List, then clicking the **Chart** tab.
2. From the menu select **File, Send To, Mail Recipient**.

Your default mail client will open with a JPEG image of your chart attached to a new message.

Note: If Send To E-mail is not working then your E-Mail Client's MAPI settings may not

be set up correctly. [Click here to learn how to fix this.](#)

To Send a Bar or Flag Chart to your PDF Viewer:

1. Switch to the chart view by selecting the chart in the Chart List, then clicking the **Chart** tab.
2. From the menu select **File, Send To, PDF Viewer**.

Your chart will now open in your default PDF Viewer.

*Tip: Send to PDF Viewer creates a temporary *.pdf file on your machine, which is deleted when the program is closed. If you wish to save a copy of this file in Adobe Acrobat select **File, Save a Copy**. Alternatively, you can save your chart in PDF format by [publishing](#) your chart to PDF within Timeline Maker Professional.*

11.3 Publish

With *Timeline Maker Professional* you can publish your timelines in a variety of formats. Then, with just a few clicks you can put your published timelines on a web page, insert them into PDF documents, send them as an email and much more!

To Publish a Bar Chart:

1. Select the desired chart from the [Chart List](#), then click the **Chart tab**.
OR
If publishing a Chronology, select the desired chart from the [Chart List](#), then click the **Chronology** tab.
2. From the menu select **File, Publish** then select one of the following options:
 - **PDF Document**
 - **HTML Document**
 - **Graphic Document (JPG, GIF, BMP, PNG)**
3. In the File name field, type the name you wish to use for the file.
4. Click **OK**.

Your timeline will now be published in the specified format. To view the file, open **Windows Explorer** or **My Computer** and browse to the location where you saved the file (i.e. My Documents, My Timelines). Once you find the file, double-click on it to open.

11.4 Copy Chart to Clipboard

Timeline Maker Professional's **Copy Chart to Clipboard** feature allows you to conveniently insert your chart into other documents. Simply select **Copy Chart to Clipboard**, then choose **Entire Chart** to copy the full chart, or **Chart Shown** to copy only the portion of the chart currently showing on the screen. Once you copy the chart you can paste it into a word processing document, email, and so on.

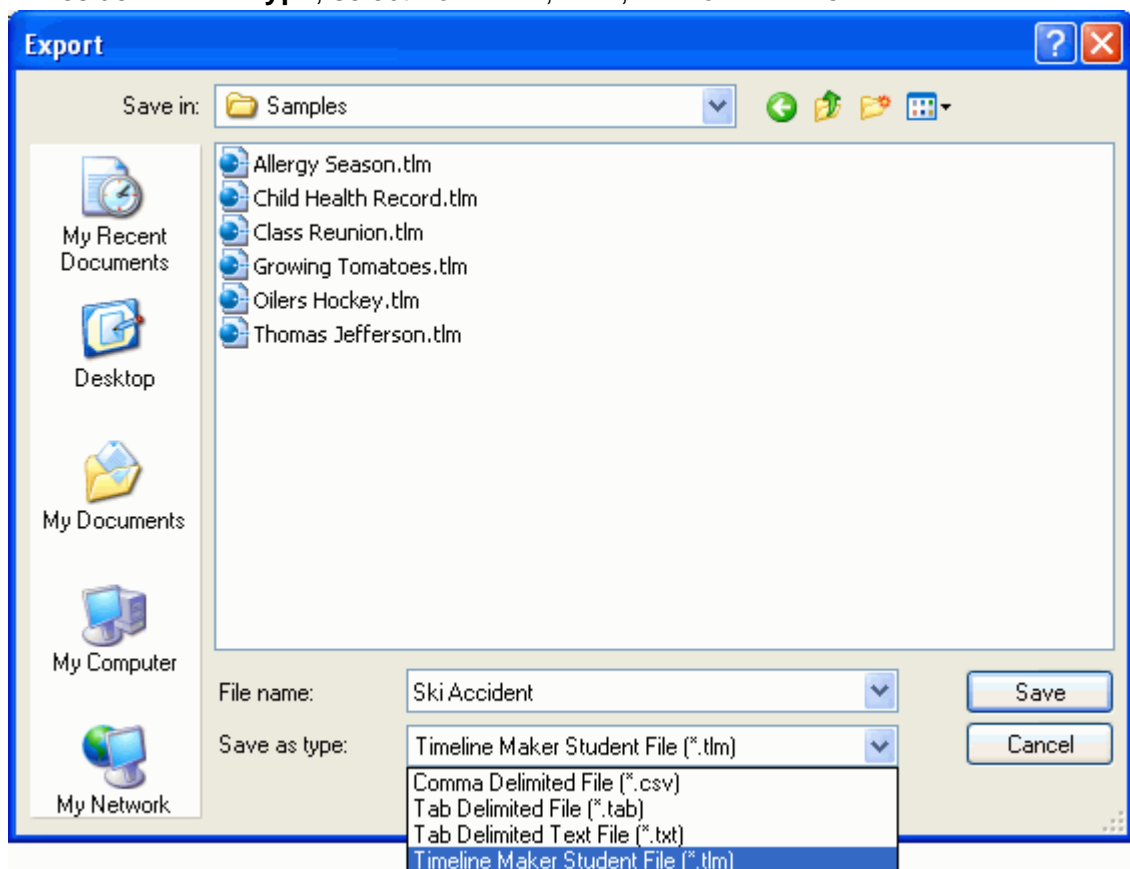
Note: Some charts may be too large to fit on the clipboard. A message will be displayed if the chart is too large to fit on the clipboard.

11.5 Export

If you have timeline data that you want to view with another program there is no need to re-type the information. Instead, use *Timeline Maker Professional's* **Export** feature to convert events into a tab delimited text file (*.txt, *.tab), a comma separated value file (*.csv), or a *Timeline Maker Student* (*.tlm) file.

To export your events from Timeline Maker Professional:

1. Open Timeline Maker Professional.
2. From the menu bar, select **File**, then **Export**.
3. Create a name for your new file.
4. Beside **Save as type**, select from **CSV**, **TAB**, **TEXT** or **TLM** file.



5. Click **Save**.

Tip: When exporting to Timeline Maker Student format, all of the events in the file are exported. Items not supported may include time, linked files, and multiple charts. The remaining formats will not include linked files or images.

12 User Preferences

With *Timeline Maker Professional*, you have the ability to assign global preference options, and customize the way you interact with the program by using the Preferences dialog. For your convenience, these options remain in effect for all timeline files (*.tlmp), until you change them. At any time you can restore the default settings which came with the program by clicking the **Reset** button in the appropriate dialog box.

To access the user preferences, select **Tools, Options** from the menu and click on the desired tab:

- [General](#)
- [File Locations](#)
- [Chart](#)
- [Presentation](#)
- [Spelling](#)

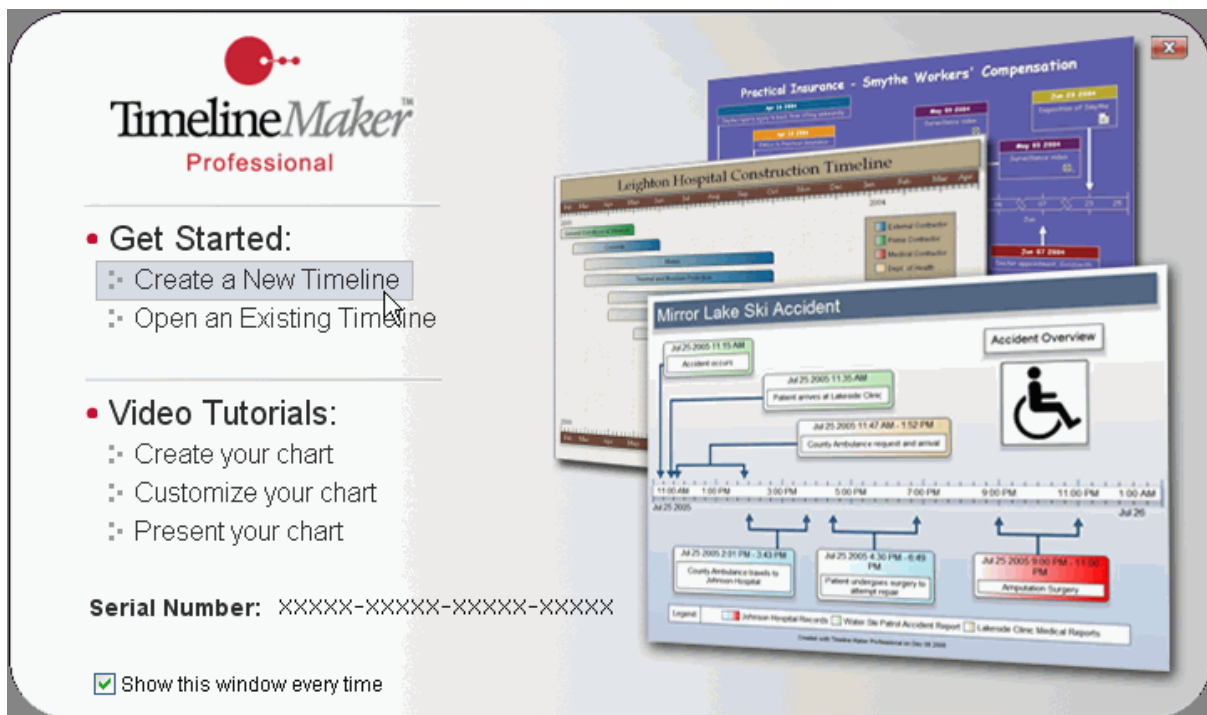
12.1 General Options

In this topic: [Display startup screen](#), [Open last used file](#), [Auto-launch PDF Viewer](#), [User Defined Fields](#), [Date Display Format](#), [BC/BCE Dates](#)

The General tab in the Preferences dialog can be accessed by selecting **Tools, Options** from the menu. The following options are included under this tab:

Display startup screen

When this option is checked the startup screen will be displayed each time the program is opened.



Open last used file

If this option is activated *Timeline Maker Professional* will automatically open the last file used when the program is restarted. The startup screen will not be displayed. Otherwise, if the option is not checked, the program will automatically create a new file, or display the startup screen if Display startup screen is activated.

Auto-launch PDF Viewer

Whenever you publish a Bar or Flag Chart the program will open the newly created *.pdf file in your default PDF Viewer (i.e. Adobe Acrobat) when this option is checked. If Auto-launch PDF Viewer is not activated, the program will create the *.pdf file, but you will need to browse to and open the file yourself.

User Defined Column Names

Timeline Maker Professional allows you to rename your Place, Notes and Source columns, which are found in the Event Entry view and included in the Chronology Report. You can rename your columns each time you create a new *.tlmp file by right-clicking on the column header in the Event Entry view and specifying the name.

Alternatively, if you want to apply the new column name to all of your **new** *.tlmp files, you can do so by modifying the column name in the User Defined Fields. Simply click in the desired text box and replace the Place, Notes or Source name with the new name. This will not affect any previously created *.tlmp files.

Date Display Format

Your dates can be displayed either in dd mmm yyyy, or mmm dd yyyy format. You can easily switch the date display format by clicking the down arrow next to Date Display Format

and selecting the alternative choice.

BC/BCE Dates

Your dates can be displayed using either BC or BCE. You can switch which format is used by clicking the down arrow next to Date Display Format and selecting the alternative choice.

*Note: Unlike other Options changes, the date format change will affect the Event Entry view, as well as the chart and chronology view for **all** of your *.tlm files, including those files created previous to changing this setting..*

12.2 File Locations

The File Locations tab in the Preferences dialog can be accessed by selecting **Tools, Options** from the menu. In this tab you can choose the default location where *Timeline Maker Professional* will look for the following files:

- Timeline files
- Pictures
- Published Documents (PDF, HTML, graphic files)

To change the default, type the new location in the desired text box, or click the **Browse** button and select the new location.

12.3 Chart Options

In this topic: [Starting Chart type](#), [Create Chart with](#), [Default Theme for charts](#), [Footer text](#), [Show](#)

The Chart tab in the Preferences dialog can be accessed by selecting **Tools, Options** from the menu. The following options are included under this tab:

Starting Chart type

Timeline Maker Professional is designed to automatically create a "starting" chart as soon as you enter event information (at least an event name and start date) in the Event Entry screen. To select the default chart type click the down arrow and select **Bar Chart** or **Flag Chart** from the drop down menu.

Create Chart with

With *Timeline Maker Professional* you can choose to create charts with all events in your file, or only those that you have selected for inclusion. The program makes it easy to switch back and forth between the two options by allowing you to select which option you'd like at the time of chart creation. Alternatively, you can set a default choice using the **Create Chart with** option.

Default Theme for charts

Each time a new chart is created the program will automatically use the chosen default

theme for the chart. Choose from the list of pre-defined themes included in the program, or select one of your own [custom themes](#).

Footer text

By default, the following text is included as a footer for each chart you create: "Created with Timeline Maker Professional on @TODAY". To change this text, simply click in the text box and enter the new information.

Show

To always show **Gridlines**, **Border**, or **Legend** on your charts, check the desired option under **Show**.

Note: The Show Gridlines option will only apply to the Bar Chart, as gridlines do not appear in the Flag Chart.

12.4 Presentation Options

In this topic: [Fit Height](#), [Step Through](#), [Order](#), [Justify](#), [Highlight](#), [Include new chart in presentation](#), [Advanced](#)

The Presentation tab in the Preferences dialog can be accessed by selecting **Tools, Options** from the menu. When an option is this tab in activated it will apply to all subsequent charts. The following options are available:

Order (by Time, by Category): Enables the user to choose between presenting the events in the order they occurred or by category.

Fit Height

Scales the chart so that the chart height fills the window.

Step Through

Displays an empty chart so that you can display the events one at a time.

- **Order** - Enables the user to choose between presenting the events in the order they occurred or by category.
- **Justify** - Used for positioning of chart when the active event would otherwise be off screen. *Center* shows the active event in the horizontal center of the chart. *Right* positions the chart so that active event is on the right hand side of the screen.
- **Highlight** - *Fade* lightens events not in focus so that the active event is prominent, while *Glow* highlights the active event with a yellow outline. *None* displays the event without any added effects.

Include new chart in presentation

Automatically adds any newly created chart to the presentation.

Advanced

The Advanced button should only be used if the **Timeline Maker** menu option no longer appears on the menu of your MS PowerPoint program. If this occurs, pressing this button will manually register the files needed to bring *Timeline Maker Professional* back in sync with PowerPoint.

12.5 Spelling Options

In this topic: [Overview](#), [Spelling Options](#), [Dictionaries](#), [Custom Dictionary](#)

Overview

By default, *Timeline Maker Professional* checks spelling automatically as you type, using underlined red font to indicate possible spelling problems. When you right-click on the misspelled word you will be presented with a list of suggested corrections. To accept one of the suggested words, click on it. Otherwise, select **Ignore All** to have the spellcheck disregard the word, or **Add to Dictionary** to include the word in your Custom Dictionary.

To disable the spellcheck select **Tools, Options** and click on the **Spelling** tab. Then, select **Check spelling as you type**. This removes the check mark, indicating the feature has been disabled.

Spelling Options

For your convenience *Timeline Maker Professional* provides various options so that you can tailor the way the program performs the spellcheck to suit your needs. These include:

- Check capitalized words (eg. Canada)
- Check all-caps words (eg. ASAP)
- Check words with numbers (eg. Win95)
- Check words with mixed case (eg. SuperBase)
- Check Internet and file addresses (eg. <http://www.xyz.com>)
- Check doubled words (eg. the the)

To access the options select **Tools, Spelling Options** from the menu. To turn an option on or off, click in the box next to the option. A check mark next to an option indicates it is activated.

Dictionaries

By default, *Timeline Maker Professional* uses all of the following dictionaries when performing the spellcheck:

- English (US)
- English (UK)
- English (CDN)
- Legal words (US)

- Legal words (UK)
- Medical words (US)
- Medical words (UK)
- Custom

To disable any of the dictionaries click in the checkbox next to the dictionary name. If a check mark is not present the program will ignore the dictionary when performing the spellcheck.

Custom Dictionary

Every time you select **Add to Dictionary** during your spellcheck, it is added to your Custom Dictionary for future reference by the program.

To modify the Custom Dictionary:

1. From the menu select **Tools, Options**, then click the **Spellcheck** tab.
2. Click the **Custom Dictionary** button
3. To remove a word from the dictionary click on it, then select the **Remove** button.
4. To add a word to the dictionary type the word in the Word field, then click the **Add** button.
5. Click **OK**, then in the Preferences dialog, select the **OK** button.

13 License Agreement

END-USER LICENSE AGREEMENT

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